

PHA Plans

5 Year Plan for Fiscal Years 2003 – 2007
Annual Plan for Fiscal Year 2003

NOTE: THIS PHA PLAN TEMPLATE (HUD 50075) HAS BEEN COMPLETED IN ACCORDANCE
WITH INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICE

October 22, 2002

Housing Authority of the County of Marin
Annual and 5-Year Agency Plan
2003 - 2007

TABLE OF CONTENTS

Agency Identification

Title	Section	Pages
PHA Certification of Compliance with PHA Plans and Related Regulations and Board Resolution to Accompany the PHA Plan		3 – 5
5-Year Plan 2003 – 2007		
Mission Statement and Goals	1	6 – 11
Annual Plan		
Executive Summary	2	12 – 81
See Table of Contents to Annual Plan, page 15		
See Capital Improvements Needs, Page 39		
<u>Attachments:</u>		
Deconcentration Policy	3	82
Eligibility, Selection & Admissions Policy	4	84
Waiting List Maintenance		
Site-Based Voucher Program	5	104
Organizational Chart	6	114
Voluntary Conversion Initial Assessment	7	116
Section 8 Homeownership Assistance Program	8	123
Progress Report: Year 2002 Annual Plan Goals	9	130
Resident Comments	10	133

PHA Plan Agency Identification

PHA Name: Housing Authority of the County of Marin

PHA Number: CA 052

PHA Fiscal Year Beginning: 01/2003

Public Access to Information

Information regarding any activities outlined in this plan can be obtained by contacting: (select all that apply)

- Main administrative office of the PHA
- PHA development management offices
- PHA local offices

Display Locations For PHA Plans and Supporting Documents

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

- Main administrative office of the PHA
- PHA development management offices
- PHA local offices
- Main administrative office of the local government
- Main administrative office of the County government
- Main administrative office of the State government
- Public library
- PHA website
- Other (list below)

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

- Main business office of the PHA
- PHA development management offices
- Other (list below)

**PHA Certifications of Compliance with the PHA Plans
and Related Regulations
Board Resolution to Accompany the PHA Plan**

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners,

I approve the submission of the 5-Year Plan and Annual Plan for PHA fiscal year beginning 2003, hereinafter referred to as the Plan of which this document is a part and make the following certifications and agreements with the Department of Housing Development (HUD) in connection with the submission of the Plan and implementation thereof:

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Board or Boards in developing the Plan, and considered the recommendations of the Board or Boards (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
4. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
5. The PHA will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
6. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identify any impediments to fair housing choice within those programs, address those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and maintain records reflecting these analyses and actions.
7. For PHA Plan that includes a policy for site based waiting lists:
 - The PHA regularly submits required data to HUD's MTCS in an accurate, complete and timely manner (as specified in PIH Notice 99-2);
 - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
 - Adoption of site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
 - The PHA shall take reasonable measures to assure that such waiting list is consistent with affirmatively furthering fair housing;
 - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(c)(1).

8. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
9. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
10. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low- or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
11. The PHA has submitted with the Plan a certification with regard to a drug free workplace required by 24 CFR Part 24, Subpart F.
12. The PHA has submitted with the Plan a certification with regard to compliance with restrictions on lobbying required by 24 CFR Part 87, together with disclosure forms if required by this Part, and with restrictions on payments to influence Federal Transactions, in accordance with the Byrd Amendment and implementing regulations at 49 CFR Part 24.
13. For PHA Plan that includes a PHDEP Plan as specified in 24 CFR 761.21: The PHDEP Plan is consistent with and conforms to the "Plan Requirements" and "Grantee Performance Requirements" as specified in 24 CFR 761.21 and 761.23 respectively and the PHA will maintain and have available for review/inspection (at all times), records or documentation of the following:
 - Baseline law enforcement services for public housing developments assisted under the PHDEP plan;
 - Consortium agreement/s between the PHAs participating in the consortium and a copy of the payment agreement between the consortium and HUD (applicable only to PHAs participating in a consortium as specified under 24 CFR 761.15);
 - Partnership agreements (indicating specific leveraged support) with agencies/organizations providing funding, services or other in-kind resources for PHDEP-funded activities;
 - Coordination with other law enforcement efforts;
 - Written agreement(s) with local law enforcement agencies (receiving any PHDEP funds); and
 - All crime statistics and other relevant data (including Part I and specified Part II crimes) that establish need for the public housing sites assisted under the PHDEP Plan.
14. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
15. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
16. The PHA will provide HUD or the responsible entity any documentation that the Department needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58.
17. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
18. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
19. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act and 24 CFR Part 35.
20. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments) and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments.).
21. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

22. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and attachments at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.

Housing Authority of the County of Marin

PHA Name

CA 052

PHA Number

CYNTHIA MURRY

Chair

October 22, 2002

Original signed copy on file with the San Francisco HUD area office

5-YEAR PLAN
PHA FISCAL YEARS 2003 - 2007
[24 CFR Part 903.5]

A. Mission

State the PHA's mission for serving the needs of low-income, very low income, and extremely low-income families in the PHA's jurisdiction. (select one of the choices below)

The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.

The PHA's mission is: *To assist low to moderate income residents of Marin to secure and maintain high quality affordable housing.*

B. Goals

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHAs may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD-suggested objectives or their own, **PHAS ARE STRONGLY ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS.** (Quantifiable measures would include targets such as: numbers of families served or PHAS scores achieved.) PHAs should identify these measures in the spaces to the right of or below the stated objectives.

Maximize Affordable Housing Options in Marin

Subgoal 1.1 Fully Utilize Section 8 and Public Housing

• 5 Year: Achieve 95% lease-up rates annually as measured at fiscal year end. 1st Year: Achieve 95% lease-up rate in Section 8 and public housing

• 5 Year: Expand Assistline capability to provide housing search assistance to Section 8 Voucher-holders with one-to-one assistance projected at 100 clients over 5 years. 1st Year: Assist 20 Section 8 Voucher holders to locate and successfully lease affordable housing.

Subgoal 1.2 Preserve existing affordable housing stock

• 5 Year: Perform housing quality inspections (HQS) on 100% of

Section 8 and public housing units annually as measured at year end. 1st Year: Perform HQS on 100% of Section 8 and public housing units.

- 5 Year: Maintain Countywide funding annually for the Residential Rehabilitation Loan Program and continue outreach through local jurisdictions and appropriate social service agencies.

1st Year: Obtain Year 2003–2004 CDBG funding for the program and continue outreach.

- 5 Year: Provide 100 rehabilitation loans to low-income homeowners and support group home rehabilitation over the five years. 1st Year: Undertake 20 rehabilitation loan projects averaging \$20,000 per home for a total volume of \$400,000 per year.

Subgoal 1.3: Prevent Homelessness:

- 5 Year: Prevent homelessness by providing loans and guarantees for security deposits and back rent to 400 families through the Rental Deposit Guarantee Program during the five year period.

1st Year: Provide loans and guarantees to 80 families.

- 5 Year: Provide shallow subsidies to a total of 150 elderly or disabled families through the Rebate for Marin Renters (RMR) Program. 1st Year: Provide RMR shallow subsidies to 60 elderly or disabled households.

- 5 Year: Prevent homelessness by providing supportive services and rental assistance to a base total of 100 formerly homeless persons with severe psychiatric disabilities through the Shelter Plus Care program and add 5 new clients each year for a total of 85 by Year 2007. 1st Year: Provide Shelter Plus Care Vouchers and services to 100 formerly homeless individuals with severe psychiatric disabilities. Continue to provide supportive services to assist participant in maintaining their housing.

- 5 Year: Prevent homelessness by providing permanent affordable housing to 500 new Section 8 households and 200 new public housing households between 2003–2007. 1st Year: Provide permanent affordable housing to 100 new Section 8 households and 42 new public housing households during FY 2003.

- 5 Year: Provide rental assistance to 65 individuals with HIV and AIDS through HOPWA. 1st Year: Provide rental assistance to 65 individuals with HIV and AIDS in FY 2003.

- Provide Information and Referral (I&R), service coordination, case management and community-building activities to 243 tenants per year in public housing through the Resident Support Program. 1st Year: Provide services to 200 tenants through the year 2003.

Subgoal 1.4: Promote Homeownership Opportunities

- 5 Year: Maintain current portfolio of 304 homes for low and moderate -income first time homebuyers through the Below Market Rate (BMR) Sales Program. Add new properties as developments are planned and built, implementing unique priorities adopted by each local jurisdiction; and re-sell existing BMR units to eligible households when offered for sale. Sell homes to 25 new first-time homebuyers during the five year period. 1st Year: Maintain portfolio and add 5 new first-time homeowners through local inclusionary zoning requirements or through re-sales of current BMR units.

- 5 Year: Provide Section 8 Homeownership Vouchers and assist at least 5 participants over the five year period. 1st Year: Develop Section 8 Homeownership Assistance Program and begin implementation.

- 5 Year: Seek tax exempt bond allocations each year from CDLAC for the Mortgage Credit Certificate Program sufficient to issue 100 MCC's for first-time homebuyers over the 5 year period. 1st Year: Obtain additional tax exempt bond allocations from CDLAC. Issue 20 MCC's at an average of \$30,000 for \$600,000 in MCC tax credit allocation and approximately \$3.4 million in first mortgage money.

Subgoal 1.5: Increase Access to Housing Opportunities by Increasing Tenant Incomes

- 5 Year: Increase access to housing opportunities by assisting 25 public housing residents and 100 Section 8 participants each year to achieve their individual self-sufficiency goals. 1st Year: Assist 40 public housing residents and 125 Section 8 participants to achieve contracted goals through FSS.

- 5 Year: Continue to increase the number of new persons by an average of 10 per year to a total of at least 50 new participants with escrow accounts. 1st Year: Increase the number of new participants with an escrow account by ten.

PHA goal: Enhance Services to Clients, Business Partners and the Community at Large through delivery of efficient and responsive programs.

Objectives:

Subgoal 2.1: Demystify services through enhanced communication

- 5 Year: Over 5 years, respond to 25,000 callers, an average of 5,000 callers per year. 1st Year: Respond to 5,000 Housing Assistline calls in FY 2003.

- 5 Year: Provide engaging and informative briefings to all new Section 8 Voucher holders. Anticipate 16 briefings per year with a total of 320 clients oriented each year.

- 5 Year: Produce an annual letter on MHA activity specifically tailored to each local jurisdiction, cities and the County. Solicit feedback from local jurisdictions on usefulness of information. 1st Year: During first 6 months of 2003, send an overview to each local jurisdiction summarizing MHA activity within the jurisdiction. (10 jurisdictions)

- 5 Year: Participate in open forums or meetings with Marin City public housing residents on issues of specific or general concern, including capital improvement planning and implementation. MCRMC management and Block Captain and Maintenance and Operation meetings, drug elimination program design and implementation and assist with tenant counsel elections. 1st Year: Sponsor or participate in 10 open forums or meetings.

- 5 Year: Sponsor and/or participate in ten agency-wide Senior/Disabled resident meetings to provide program and procedural updates or engage tenants in capital improvement or policy planning and implementation. 1st Year: Sponsor and/or participate in two agency-wide Senior/Disabled tenant meetings.

Subgoal 2.2: Implement, Monitor and Improve Client Feedback Systems

- 5 Year: Develop and implement tools to obtain easy and immediate feedback from clients and landlords on MHA services. Incorporate client satisfaction tools into each major transaction. Review client feedback and self-correct. Develop and maintain two feedback surveys per year, or ten surveys during 2003 – 2007. 1st Year: Design and implement two user-friendly surveys to obtain feedback from clients

Subgoal 2.3: Streamline external procedures

- 5 Year: Improve and simplify procedures and systems for interfacing with Section 8 landlords. Explore use of web pages in providing information to landlords and work with landlords on using the vacancy “hotline” telephone connection to advertise for tenants. 1st Year: Continue to evaluate entire process for interfacing with Section 8 landlords to identify those areas where clear and simple procedures would have immediate impact on the business relationship. Implement new measures to expedite processing such as the web page. Review the process for setting up a direct deposit system for owner to receive HAP checks.

Subgoal 2.4: Streamline internal procedures and systems

- 5 Year: In 2003 – 2007, solicit input from residents as to what procedures or practices are confusing and/or burdensome in order to assist in prioritizing areas that would most benefit from different systems. 1st Year: Solicit input from public housing residents as to what procedures or practices are confusing and/or burdensome. Prioritize areas of focus for streamlining. Hold one session in Marin City and one in the Senior/Disabled complexes. Publish in the residents monthly newsletters various procedures and practices that are discussed with residents.

- 5 Year: Review and update as necessary the Section 8 Administrative Plan and the public housing Occupancy Policy on an annual basis. 1st Year: Review and update the Section 8 Administrative Plan and the Occupancy Policy by December 31, 2003.

- 5 Year: Review and update as 504 Compliance Program. Revise policies and procedures if necessary. Review properties for compliance and make repairs or alterations as necessary. 1st

Year: Review and update 504 compliance policy. Perform a complete review of all properties for 504 compliance. Prepare a comprehensive list of any repair or alteration items with a timeline for completion.

Subgoal 2.5: Update Section 504 Assessment and Implementation Plan

- * 5 Year: Review and update the agency's Section 504 Assessment and Implementation Plan. (This addresses accessibility for disabled individuals to agency programs and properties.) Revise policies and procedures if necessary. Review properties for compliance and make repairs or alterations as necessary.
1st Year: Review and update the Section 504 Assessment and Implementation Plan. Perform a complete review of all properties for 504 compliance. Prepare a comprehensive list of any repair work or alterations required and develop a timeline for completion.

PHA Goal: Continue to build collaborations with other agencies, local jurisdictions and the private sector

Objectives:

- 5 Year: Develop formalized collaborative of stakeholders, including Section 8 landlords, other property managers, commercial realtors, housing non-profit providers, local governments, program participants and MHA. 1st Year: Convene at least one meeting in FY 2003. Identify key resources and barriers and develop strategy for engaging the participation of new landlords and retaining partnerships with existing landlords.
- 5 Year: Maintain and expand leadership role in changing and/or creating new policies and strategies for the delivery of affordable housing and related services in the County of Marin. Analyze gaps in the housing supply and delivery systems and, through a collaboration of key county agencies and the Marin Community Foundation, develop a concrete strategy for maximizing affordable housing opportunities. Continue to position Marin to maximize funding opportunities to address specific housing needs. 1st Year: Actively continue formalized working relationship among MHA, the County Dept. of Health & Human Services, the Marin Community Foundation and the Marin Community Development Department to develop a coordinated strategy for the delivery of affordable housing and related services in Marin. Through auspices of the Housing

Strategist position monitor and revise strategies as appropriate and meet specific goals and objectives as set forth in the work plan.

- 5 Year: Sustain ongoing collaboration with the Marin County Sheriff, the Marin City Resident Management Corporation, the County Office of Drugs and Alcohol, BACR, Women Helping All People (WHAP), Performing Stars, and the Marin City public housing residents to sustain the fight against drugs in Marin City. Prepare strategies and specific goals to reduce drug-related crime for inclusion in the annual and 5-year plans. Convene the PHDEP Working Committee at least 30 times over the 5 year period. 1st Year: Continue collaboration as established under PHDEP despite cut-backs in funding. Implement FY 2002–2003 objectives in active PHDEP grants and transition program in view of termination of HUD funding.

- 5 Year: The HAT project will be a multi-disciplinary service team for disabled residents or Marin Housing's public housing complexes. The team will provide wrap-around case management services to 260 unduplicated disabled residents. 1st Year: Enroll 100 unduplicated disabled tenants in intensive wrap-around case management services.

- 5 Year: Provide primary health services through the HAT project's RN to 300 unduplicated disabled tenants. 1st Year: Provide primary health services through HAT project's RN to 100 unduplicated disabled tenants.

- 5 Year: Continue participation and leadership in the Marin Continuum of Housing and Services. Attend 50 Housing Council, 50 Service Committee and 50 Continuum Board meetings in the 5-year period. 1st Year: Continue active participation in the Continuum. Represent MHA at 10 Housing Council meetings, 10 Service Committee meetings and 10 Board meetings during FY 2002 and host Continuum projects.

Annual PHA Plan
PHA Fiscal Year 2003
[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

Streamlined Plan:

High Performing PHA
Small Agency (<250 Public Housing Units)
Administering Section 8 Only
Troubled Agency Plan

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

Provide a brief overview of the information in the Annual Plan, including highlights of major initiatives and discretionary policies the PHA has included in the Annual Plan.

The MHA administers Section 8 and public housing programs as well as residential rehabilitation, loan programs, various homeownership programs and several programs that provide supportive services to special needs groups. The Section 8 housing is located throughout the County and the public housing is located in six (6) complexes, of which one, Marin City, is a general occupancy complex.

As part of the Agency Plan process, the MHA and its Board of Commissioners, with input from the Resident Advisory Board, has identified four (4) key goals over the past five years. Each of these broad goals consists of several practical sub-goals designed to help the MHA meet its targets over the next five (5) years. The four main goals are:

- 1) Maximize Affordable Housing Options in Marin
- 2) Enhance Services to Clients, Business Partners and the Community at Large
- 3) Continue to Build Collaborations with other Agencies, Local Jurisdictions and the Private Sector
- 4) Streamline Internal Procedures and Systems

The Agency Plan covers the following components:

1. Housing Needs
2. Financial Resources
3. Policies on Eligibility, Selection and Admissions
4. Rent Determination Policies
5. Agency Operations & Management

6. Grievance Procedures
7. Capital Improvement Needs
8. Demolition and Disposition
9. Public Housing Designation Listing
10. Conversion of Public Housing to Tenant-Based Assistance
11. Homeownership
12. Community Service & Family Self-Sufficiency Programs
13. Safety & Crime Prevention Measures
14. Pets
15. Audit
16. Asset Management Statement
17. Resident Advisory Board Comments
18. Required Certifications

The major challenges facing Marin County are:

- An inadequate supply of affordable housing in Marin and significant barriers to creating more affordable housing
- An aging rental stock
- Changing demographics and the needs of tenants and program participants that increasingly extend beyond the need for shelter

This Plan attempts to address these issues and the MHA is dedicated to working in a collaborative structure with other agencies in the County to create solutions.

The MHA has worked closely with the County of Marin in completing an accurate picture of the needs of the County, based on the County's Consolidated Plan. In addition, the MHA is an active member in the County's Continuum of Housing and Services and is involved in many programs throughout its jurisdiction, including Shelter Plus Care, HOPWA, Residential Rehabilitation Loan Program, inclusionary zoning, Mortgage Credit Certificates, and others.

Section 8 and public housing tenant selection, admissions and occupancy policies are reviewed and updated as need on an annual basis. These policies are presented in our Agency Plan and are available at the offices of the MHA. Each of these updates go through a public process, are reviewed by the Resident Advisory Board, and approved by HUD. Clarification changes were made pursuant to our 2002 review of the Section 8 Administrative Plan and the public housing Occupancy Policy. These included revision of the waiting list preferences and processes, and inclusion of the final policy for Section 8 Homeownership, and a new chapter addressing the Site-Based Voucher Program.

As part of the Agency Plan process, the MHA appointed a Resident Advisory Board, including recipients of Section 8 assistance. The Resident Advisory Board held three (3) meetings to review and comment on components of the Agency Plan. The

Advisory Board's comments are included in the final Plan. The comments of the Resident Advisory Board are located in the Attachments, under the Section titled Resident Advisory Board.

The Board approved the Section 8 Homeownership Program in May 2002. MHA staff has met with Fannie Mae and two lending institutions and has set up a system for securing loans for participants. MHA operates Self-Sufficiency programs in both Section 8 and public.

MHA has created a pet policy that allows pets in general occupancy units. This policy is in compliance with both HUD and California State requirements. The Pet Policy was submitted with the 2003 Agency Plan, has been approved by HUD and is on file with the Agency.

The agency has updated its Confidentiality and Conflict of Interest policies as listed in the Agency Operations and Management component. In addition we undertook an analysis to assess the viability of the conversion of Marin City Family Public Housing to Tenant-Based Assistance and found such a conversion infeasible.

Financial constraints, staffing, technology constraints all continue to have an effect on the choices the MHA must make in order to fulfill its mission. PHDEP, the Capital Fund and other grant sources are important to the MHA in order for it to have funding to carry out its mission to create a safe and livable environment for all tenants and residents. Despite the fact that we are developing a transition plan with the Sheriff and other partners, the potential loss of PHDEP resources may negatively impact our momentum in addressing drug and crime problems in public housing.

Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

Provide a table of contents for the Annual Plan, including attachments, and a list of supporting documents available for public inspection.

Table of Contents

	<u>Page #</u>
Annual Plan	
i. Executive Summary	7
ii. Table of Contents	15
Housing Needs 19	
Financial Resources 25	
Policies on Eligibility, Selection and Admissions 26	
Rent Determination Policies 34	
Operations and Management Policies 38	
Grievance Procedures 38	
Capital Improvement Needs 39	
2003 Annual Statement	43
Annual Statements/Performance & Evaluation Reports	43
5–Year Plan	59
Demolition and Disposition 64	
Designation of Housing 65	
Conversion of Public Housing 66	
Homeownership 67	
Community Service Programs 69	
Crime and Safety 71	
Pets (Inactive for January 1 PHAs) 73	
Civil Rights Certifications (included with PHA Plan Certifications)	73
Audit 73	
Asset Management 74	
Other Information 74	
Certifications 76	
Certification by State or Local Official of PHA Consistency	
with Consolidated Plan	76
Certification for a Drug–Free Workplace 77	
Disclosure of Lobbying Activities 79	

Attachments

Indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment.

Note: If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

Required Attachments:

- Admissions Policy for Deconcentration
- FY 2002 Capital Fund Program Annual Statement (Included with Component 7, beginning on page 36)
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)
- Resident Membership of the PHA Governing Board and Membership of the Resident Advisory Board (see Resident Comments), Attachment 10, page 124
- Voluntary Conversion Initial Assessments, Attachment 7, page 107

Optional Attachments:

- PHA Management Organizational Chart, Attachment 6, page 113
- FY 2003 Capital Fund Program 5 Year Action Plan, page 59
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards, Attachment 10, page 132
- Other (List below, providing each attachment name)
- Deconcentration Policy
- Eligibility, Selection & Admissions Policy
- Waiting List Maintenance
- Section 8 Site-Based Voucher Program
- Organizational Chart
- Voluntary Conversion Initial Assessment
- Section 8 Homeownership Program
- Progress Report: 2002 Annual Plan Goals

Supporting Documents Available for Review

Indicate which documents are available for public review by placing a mark in the “Applicable & On Display” column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board–approved operating budget for the public housing program	Annual Plan: Financial Resources
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies

X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance</i> ; Notice and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan
X	Public housing grievance procedures check here if included in the public housing A & O Policy	Annual Plan
X	Section 8 informal review and hearing procedures check here if included in Section 8 Administrative Plan	Annual Plan Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs

N/A	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	N/A, no CIAP
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
N/A	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	N/A
N/A	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Voluntary Conversion of Public Housing
N/A	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
X	Policies governing any Section 8 Homeownership program check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
X	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
X	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention PIC Submittal

X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
X	Other supporting documents (optional) (list individually; use as many lines as necessary) <i>Site-based Section 8 Voucher Policy</i>	Annual Plan: Site-Based Voucher

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

A. Housing Needs of Families in the Jurisdiction/s Served by the PHA

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the "Overall" Needs column, provide the estimated number of renter families that have

housing needs. For the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being "no impact" and 5 being "severe impact." Use N/A to indicate that no information is available upon which the PHA can make this assessment.

Housing Needs of Families in the Jurisdiction by Family Type							
<i>The data from the 2000 census has not been compiled at the time of the draft. It is anticipated that it will be available for the final draft.</i>							
Family Type	Overall	Affordability	Supply	Quality	Accessability	Size	Location
Income ≤ 30% of AMI	14,190*	5	5	4	3	3	4
Income > 30% but ≤ 50% of AMI	13,237	5	5	4	3	3	3
Income > 50% but < 80% of AMI	11,523	5	5	4	2	3	3
Elderly	24,570	5	5	4	3	2	2
Families with Disabilities	N/A						
White	86,125	N/A	N/A	N/A	N/A	N/A	N/A
Black	1,744	N/A	N/A	N/A	N/A	N/A	N/A
Hispanic	4,202	N/A	N/A	N/A	N/A	N/A	N/A
American In.	258	N/A	N/A	N/A	N/A	N/A	N/A
Asian/Pacific Is.	2,864	N/A	N/A	N/A	N/A	N/A	N/A

Numbers reflect households, not individuals

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

Consolidated Plan of the Jurisdiction/s

Indicate year: 2002–2003

U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset

American Housing Survey data

Indicate year:

Other housing market study

Indicate year:

Other sources: (list and indicate year of information)

B. Housing Needs of Families on the Public Housing and Section 8 Tenant- Based Assistance Waiting Lists

State the housing needs of the families on the PHA’s waiting list/s . **Complete one table for each type of PHA-wide waiting list administered by the PHA.** PHAs may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

Housing Needs of Families on the Waiting List			
Waiting list type: (select one) Section 8 tenant-based assistance Public Housing Combined Section 8 and Public Housing Public Housing Site-Based or sub-jurisdictional waiting list (optional) If used, identify which development/sub-jurisdiction: Public Housing Combined List; <i>Elderly/Disabled Complexes and Marin City Family Complex</i>			
	# of families	% of total families	Annual Turnover
Waiting list total	1,219		70 households
Extremely low income <=30% AMI	988	81%	
Very low income (>30% but <=50% AMI)	219	18%	
Low income (>50% but <80% AMI)	12	1%	
Other singles	N/A		
Elderly families	245	20%	
Families with Disabilities	394	32%	
White	659	54%	
Black	363	30%	
Hispanic	111	9%	
American Indian	23	2%	

Asian/Pacific Is.	63	5%	
Other	0		
Characteristics by Bedroom Size (Public Housing Only)			
0 BR	679	56%	
1 BR	106	9%	
2 BR	299	25%	
3 BR	135	10%	
4 BR	0		
5 BR	0		
5+ BR	0		

Is the waiting list closed (select one)? No Yes

If yes:

How long has it been closed (# of months)? 6/13/02

Does the PHA expect to reopen the list in the PHA Plan year? No Yes

Does the PHA permit specific categories of families onto the waiting list, even if generally closed? No Yes

The MHA allows County residents who have been displaced by natural disaster or government action onto the waiting list even if generally closed. In addition, the MHA allows households who are part of the witness protection program and those who are victims of hate crimes apply, even if they are not residents of the County.

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
Section 8 tenant-based assistance			
Public Housing			
Combined Section 8 and Public Housing			
Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
Draft Data: September 2001	# of families	% of total families	Annual Turnover
Waiting list total	2,591		305 households
Extremely low income <=30% AMI	1,521*	64%	
Very low income (>30% but <=50% AMI)	454	20%	
Low income (>50% but <80% AMI)	0	0	
Families with children	1093	43%	

Elderly families	320	12%	
Families with Disabilities	628	24%	
Other: Singles	550	21%	
White	1365	53%	
Black	779	30%	
Hispanic	271	10%	
American In.	43	2%	
Asian/Pacific Is.	133	5%	
Other	0	0	
Characteristics by Bedroom Size (Public Housing Only)			
0 BR			
1 BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			
Is the waiting list closed (select one)? No Yes If yes: How long has it been closed (# of months)? 6/13/02 Does the PHA expect to reopen the list in the PHA Plan year? No Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? No Yes			

- Waiting list data not available by income breakdown. Analysis of certified and/or eligible households shows that 79% of eligible households are extremely low income and 21% are very low income.

The MHA allows County residents who have been displaced by natural disaster or government action onto the waiting list even if generally closed. In addition, the MHA allows households who are part of the witness protection program and those who are victims of hate crimes apply, even if they are not residents of the County.

C. Strategy for Addressing Needs

Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list **IN THE UPCOMING YEAR**, and the Agency's reasons for choosing this strategy.

Please see Goals section for more specific annual implementation strategies for the MHA 5-Year Plan

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed finance development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other (list below) *See Goals*

Strategy 2: Increase the number of affordable housing units by:

Select all that apply

- Apply for additional section 8 units should they become available
- Leverage affordable housing resources in the community through the creation of mixed – finance housing
- Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- Other: (list below) *See Goals*

Need: Specific Family Types: Families at or below 30% of median

Strategy 1: Target available assistance to families at or below 30 % of AMI

Select all that apply

- Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- Employ admissions preferences aimed at families with economic hardships
- Adopt rent policies to support and encourage work
- Other: (list below)

Need: Specific Family Types: Families at or below 50% of median

Strategy 1: Target available assistance to families at or below 50% of AMI

Select all that apply

Employ admissions preferences aimed at families who are working
Adopt rent policies to support and encourage work
Other: (list below)

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

Seek designation of public housing for the elderly
Apply for special-purpose vouchers targeted to the elderly, should they become available
Other: (list below) *Work with Area on Aging to identify affordable housing opportunities*

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

Seek designation of public housing for families with disabilities
Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
Apply for special-purpose vouchers targeted to families with disabilities, should they become available
Affirmatively market to local non-profit agencies that assist families with disabilities
Other: (list below)

Need: Specific Family Types: Races or ethnicities with disproportionate housing needs

Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:

Select if applicable

Affirmatively market to races/ethnicities shown to have disproportionate housing needs
Other: (list below)

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
Market the section 8 program to owners outside of areas of poverty /minority concentrations
Other: (list below)

Other Housing Needs & Strategies: (list needs and strategies below)

See Section on Goals

(2) Reasons for Selecting Strategies

Of the factors listed below, select all that influenced the PHA's selection of the strategies it will pursue:

Funding constraints
 Staffing constraints
 Limited availability of sites for assisted housing
 Extent to which particular housing needs are met by other organizations in the community
 Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
 Influence of the housing market on PHA programs
 Community priorities regarding housing assistance
 Results of consultation with local or state government
 Results of consultation with residents and the Resident Advisory Board
 Results of consultation with advocacy groups
 Other: (list below)

Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

Financial Resources: Planned Sources and Uses		
Sources	Planned \$ (estimate)	Planned Uses
1. Federal Grants (FY 2000 grants)		
a) Public Housing Operating Fund	1,243,254	
b) Public Housing Capital Fund	7233,8000	
c) HOPE VI Revitalization	0	
d) HOPE VI Demolition	0	
e) Annual Contributions for Section 8 Tenant-Based Assistance	21,589,692	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	36,300*	
g) Resident Opportunity and Self-Sufficiency Grants	100,000	

h) Community Development Block Grant	16,000 173,555	Section 8 Housing Advocacy Residential Rehab Loans
i) HOME	0	
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		
3. Public Housing Dwelling Rental Income	1,243,254	
4. Other income (list below)		
Interest and Investments	43,000	
Excess Utilities	29,500	
5. Non-federal sources (list below)		
Total resources	25,200,355	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to Complete subcomponent 3A.

(1) Eligibility

When does the PHA verify eligibility for admission to public housing? (select all that apply)

When families are within a certain number of being offered a unit:

5–10, depending on bedroom size

When families are within a certain time of being offered a unit:

Other: (describe)

b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?

Criminal or Drug-related activity

Rental history

Housekeeping

Other (describe)

c. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

d. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

- e. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

The MHA is exploring the option of obtaining criminal screening records outside of Marin County through CHARMA.

(2)Waiting List Organization

- a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)
- Community-wide list
 - Sub-jurisdictional lists
 - Site-based waiting lists
 - Other (describe)
- b. Where may interested persons apply for admission to public housing?
- PHA main administrative office
 - PHA development site management office
 - Other (list below)
- c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**
1. How many site-based waiting lists will the PHA operate in the coming year? None
 2. Yes No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?
If yes, how many lists?
 3. Yes No: May families be on more than one list simultaneously
If yes, how many lists?
 4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?
 - PHA main administrative office
 - All PHA development management offices
 - Management offices at developments with site-based waiting lists
 - At the development to which they would like to apply
 - Other (list below)

(3) Assignment

- a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)
- One
 - Two
 - Three or More
- b. Yes No: Is this policy consistent across all waiting list types?

- c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA.

(4) Admissions Preferences

- a. Income targeting:

Yes No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?

- b. Transfer policies:

In what circumstances will transfers take precedence over new admissions? (list below)

Emergencies
Overhoused
Underhoused
Medical justification
Administrative reasons determined by the PHA
(e.g., to permit modernization work)
Resident choice: (state circumstances below)
Other: (list below)

As part of the MHA's deconcentration plan

- c. Preferences

1. Yes No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If "no" is selected, skip to subsection (5))
See attachment Waiting List Management
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)

Victims of domestic violence
Substandard housing
Homelessness
High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

Working families and those unable to work because of age or disability
Veterans and veterans' families
Residents who live and/or work in the jurisdiction
Those enrolled currently in educational, training, or upward mobility programs
Households that contribute to meeting income goals (broad range of incomes)

Households that contribute to meeting income requirements (targeting)
Those previously enrolled in educational, training, or upward mobility programs
Victims of reprisals or hate crimes
Other preference(s) *Graduate of transitional housing program*

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

Lottery System See Attachment Waiting List Management

Former Federal preferences:

- 1 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- 4 Victims of domestic violence
- 4 Substandard housing
- 4 Homelessness
- 4 High rent burden

Other preferences (select all that apply)

Working families and those unable to work because of age or disability (4)
Veterans and veterans' families (4)
Residents who live and/or work in the jurisdiction (1)
Those enrolled currently in educational, training, or upward mobility programs
Households that contribute to meeting income goals (broad range of incomes)
Households that contribute to meeting income requirements (targeting)
Those previously enrolled in educational, training, or upward mobility programs
Victims of reprisals or hate crimes (2)
Other preference(s) (list below)

Graduates of Transitional Housing program (3)

3. Relationship of preferences to income targeting requirements:

The PHA applies preferences within income tiers
Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Occupancy

- a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)
- The PHA-resident lease
 - The PHA's Admissions and (Continued) Occupancy policy
 - PHA briefing seminars or written materials

Other source (list): *Marin City Resident Management Corporation, social service agencies and drug rehab centers are all trained to give some basic information on rules of occupancy*

b. How often must residents notify the PHA of changes in family composition? (select all that apply)

At an annual reexamination and lease renewal

Any time family composition changes

At family request for revision

Other (list)

(6) Deconcentration and Income Mixing (Also see Attachments)

a. Yes No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?

b. Yes No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?

c. If the answer to b was yes, what changes were adopted? (select all that apply)

Adoption of site-based waiting lists

If selected, list targeted developments below:

Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments.

If selected, list targeted developments below:

Employing new admission preferences at targeted developments. If selected, list targeted developments below:

Other (list policies and developments targeted below)

Changes to the MHA transfer policy

d. Yes No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?

e. If the answer to d. was yes, how would you describe these changes? (select all that apply)

Additional affirmative marketing

Actions to improve the marketability of certain developments

Adoption or adjustment of ceiling rents for certain developments

Adoption of rent incentives to encourage deconcentration of poverty and income-mixing

Other (list below)

f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)

Not applicable: results of analysis did not indicate a need for such efforts— *MHA has only*

one family complex. MHA will allow transfers between public housing and Section 8 to achieve goals.

List (any applicable) developments below:

- g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)

Not applicable: results of analysis did not indicate a need for such efforts

List (any applicable) developments below:

B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to Complete sub-component 3B.

Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until Completely merged into the voucher program, certificates).

(1) Eligibility

- a. What is the extent of screening conducted by the PHA? (select all that apply)

Criminal or drug-related activity only to the extent required by law or regulation

Criminal and drug-related activity, more extensively than required by law or regulation

More general screening than criminal and drug-related activity (list factors below)

Other (list below)

- b. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

- c. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

- d. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

The MHA is exploring the option of obtaining criminal screening records outside of Marin County through CHARMA

- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)

Criminal or drug-related activity

Other (describe below)

Non-payment of rent, damages and record of tenancy

(2) Waiting List Organization

- a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)

None

Federal public housing

Federal moderate rehabilitation

Federal project-based certificate program

Other federal or local program (list below)

- b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select

all that apply)
PHA main administrative office
Other (list below)

(3) Search Time

a. Yes No: Does the PHA give extensions on standard 60-day period to search for a unit?

If yes, state circumstances below:

Where the family is actively seeking housing, but due to market prices, is unable to find a qualifying unit or as an accommodation to a large family. Also as a reasonable accommodation to a disabled family and in cases where the family was unable to search due to verifiable medical or family emergency.

(4) Admissions Preferences

a. Income targeting

Yes No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

b. Preferences

1. Yes No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent (5) **Special purpose section 8 assistance programs**)
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
Victims of domestic violence
Substandard housing
Homelessness
High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

Working families and those unable to work because of age or disability
Veterans and veterans' families
Residents who live and/or work in your jurisdiction
Those enrolled currently in educational, training, or upward mobility programs
Households that contribute to meeting income goals (broad range of incomes)
Households that contribute to meeting income requirements (targeting)
Those previously enrolled in educational, training, or upward mobility programs
Victims of reprisals or hate crimes
Other preference(s) (list below)

***Graduates of transitional housing
Participants need for supportive housing services***

3. If the PHA will employ admissions preferences, please prioritize by placing a “1” in the space that represents your first priority, a “2” in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use “1” more than once, “2” more than once, etc.

Lottery System: See Attachment Waiting List Management

Former Federal preferences

- 1 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- 4 Victims of domestic violence
- 4 Substandard housing
- 4 Homelessness
- 4 High rent burden

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans’ families (4)
- Residents who live and/or work in your jurisdiction (1)
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes (2)
- Other preference(s) (list below)
 - Graduates of Transitional Housing* (3)
 - Participants need for supportive housing* (3)

4. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)
- Date and time of application
 - Drawing (lottery) or other random choice technique
5. If the PHA plans to employ preferences for “residents who live and/or work in the jurisdiction” (select one)
- This preference has previously been reviewed and approved by HUD
 - The PHA requests approval for this preference through this PHA Plan
6. Relationship of preferences to income targeting requirements: (select one)
- The PHA applies preferences within income tiers
 - Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Special Purpose Section 8 Assistance Programs

- a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained? (select all that apply)

The Section 8 Administrative Plan

Briefing sessions and written materials
Other (list below)

- b. How does the PHA announce the availability of any special-purpose section 8 programs to the public?

Through published notices

Other (list below)

Send letters and/or flyers to a comprehensive list of social service agencies

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to Complete sub-component 4A.

(1) Income Based Rent Policies

Describe the PHA's income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

- a. Use of discretionary policies: (select one)

The PHA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

The PHA employs discretionary policies for determining income based rent (If selected, continue to question b.)

- b. Minimum Rent

1. What amount best reflects the PHA's minimum rent? (select one)

\$0

\$1-\$25

\$26-\$50

2. Yes No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?

3. If yes to question 2, list these policies below:

The MHA uses the federally-required exemptions

- c. Rents set at less than 30% than adjusted income

1. Yes No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?

2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:

- d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)

For the earned income of a previously unemployed household member

For increases in earned income
Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:
Fixed percentage (other than general rent-setting policy)
If yes, state percentage/s and circumstances below:
For household heads
For other family members
For transportation expenses
For the non-reimbursed medical expenses of non-disabled or non-elderly families
Other (describe below)

e. Ceiling rents

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income) (select one)
Yes for all developments
Yes but only for some developments
No - Ceiling Rents no longer applicable - See Flat Rents
2. For which kinds of developments are ceiling rents in place? (select all that apply) Not applicable
For all developments
For all general occupancy developments
(not elderly or disabled or elderly only)
For specified general occupancy developments
For certain parts of developments; e.g., the high-rise portion
For certain size units; e.g., larger bedroom sizes
Other (list below)
3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply) Does not apply
Market comparability study
Fair market rents (FMR)
95th percentile rents
75 percent of operating costs
100 percent of operating costs for general occupancy (family) developments
Operating costs plus debt service
The "rental value" of the unit
Other (list below)
- f. Rent re-determinations:
 1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)
Never
At family option
Any time the family experiences an income increase
Any time a family experiences an income increase above a threshold amount or percentage:
(if selected, specify threshold) \$400
Other (list below)

- g. Yes No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

(2) Flat Rents

In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)

- The section 8 rent reasonableness study of comparable housing
- Survey of rents listed in local newspaper
- Survey of similar unassisted units in the neighborhood
- Other (list/describe below)

B. Section 8 Tenant-Based Assistance

Exemptions: PHAs that do not administer Section 8 tenant-based assistance are not required to Complete sub-component 4B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until Completely merged into the voucher program, certificates).**

(1) Payment Standards

Describe the voucher payment standards and policies.

- a. What is the PHA's payment standard? (select the category that best describes your standard)
- At or above 90% but below 100% of FMR
 - 100% of FMR
 - Above 100% but at or below 110% of FMR
 - Above 110% of FMR (if HUD approved; describe circumstances below)
- b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)
- FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
 - The PHA has chosen to serve additional families by lowering the payment standard
 - Reflects market or submarket
 - Other (list below)
- c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply)
- FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
 - Reflects market or submarket
 - To increase housing options for families
 - Other (list below)
- d. How often are payment standards reevaluated for adequacy? (select one)
- Annually
 - Other (list below)
- e. What factors will the PHA consider in its assessment of the adequacy of its payment standard?

(select all that apply)

Success rates of assisted families

Rent burdens of assisted families

Other (list below)

(2) Minimum Rent

a. What amount best reflects the PHA's minimum rent? (select one)

\$0

\$1-\$25

\$26-\$50

b. Yes No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?
(if yes, list below)

The MHA uses the federally required hardship exemptions

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

Exemptions from Component 5: High performing and small PHAs are not required to Complete this section. Section 8 only PHAs must Complete parts A, B, and C(2)

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

An organization chart showing the PHA's management structure and organization is attached.

See Attachment Organization Chart

A brief description of the management structure and organization of the PHA follows:

B. HUD Programs Under PHA Management

List Federal programs administered by the PHA, number of families served at the beginning of the upcoming fiscal year, and expected turnover in each. (Use "NA" to indicate that the PHA does not operate any of the programs listed below.)

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	490	72
Section 8 Vouchers	2325	150
Section 8 Certificates	N/A	N/A
Section 8 Mod Rehab	N/A	
Special Purpose Section 8 Certificates/Vouchers (list individually)	Shelter Plus Care - 54 Housing for Person Living with HIV - 63	10 12

Public Housing Drug Elimination Program (PHDEP)	Terminating 3/31/03	
Other Federal Programs (list individually)	R.O.S.S. – 125	Rotating Clients
CDBG	Section 8 Advocacy – 360	N/A

C. Management and Maintenance Policies

List the PHA's public housing management and maintenance policy documents, manuals and handbooks that contain the Agency's rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

- (1) Public Housing Maintenance and Management: (list below)
- Admissions and Continued Occupancy Policy, including Rent Collection Policy
 - Personnel Policy
 - Procurement Policy
 - Asset Disposition
 - Schedule of Maintenance Charges
 - Maintenance Operations Manual, including Prevention and Eradication of Pest Infestation
 - Confidentiality Policy
 - Conflict of Interest Policy
 - Injury and Illness Prevention Program
 - Risk Management Prevention & Remediation
 - Emergency Action Plan
- (2) Section 8 Management: (list below)
- Administrative Plan
 - Personnel Policy
 - Procurement Policy
 - Asset Disposition
 - Injury and Illness Prevention Program
 - Emergency Action Plan
 - Confidentiality Policy
 - Conflict of Interest Policy
 - Shelter + Care Policy Manual
 - HOWPA Policy Manual
 - RDGP Policy
 - RMR Policy
 - FSS Program Guidelines

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

Exemptions from component 6: High performing PHAs are not required to Complete component 6.

Section 8—Only PHAs are exempt from sub-component 6A.

A. Public Housing

1. Yes No: Has the PHA established any written grievance procedures in addition to federal requirements found at 24 CFR Part 966, Subpart B, for residents of public housing?

If yes, list additions to federal requirements below:

MHA has an informal conference with an impartial mediator and if that fails to resolve the issue there is a formal hearing before a 3 member hearing panel. Our grievance procedure is located in the Occupancy Policy that has been forwarded to and approved by HUD.

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)

PHA main administrative office

PHA development management offices

Other (list below)

Marin City Public Housing Office

B. Section 8 Tenant-Based Assistance

1. Yes No: Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list additions to federal requirements below:

2. Which PHA office should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)

PHA main administrative office

Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

Exemptions from Component 7: Section 8 only PHAs are not required to Complete this component and may skip to Component 8.

A. Capital Fund Activities

Exemptions from sub-component 7A: PHAs that will not participate in the Capital Fund Program may skip to component 7B. All other PHAs must Complete 7A as instructed.

(1) Capital Fund Program Annual Statement

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure long-term physical and social viability of its public housing developments. This statement can be Completed by using the CFP Annual Statement tables provided in the table library at the end of the PHA Plan template **OR**, at the PHA's option, by completing and attaching a properly updated HUD-52837.

Select one:

The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at

Attachment (state name)

-or-

The Capital Fund Program Annual Statement for FFY 2003 (CA 39 P05250103) is provided on

page 40. (if selected, copy the CFP Annual Statement from the Table Library and insert here)

Also: Following the 2003 Annual Statement are Annual Statements/Performance and

Evaluation Reports for the following active grants:

Comp Grant CA 39P05250100 (2000) - pages 43-45

Comp Grant CA 39P05250101 (2001) - pages 46-51

Comp Grant CA 39P05250102 (2002) - pages 52-54 (Emergency Loan)

Comp Grant CA 39P05250202 (2002) - pages 55-59

The 5- year Plan Begins on page 60

PHA Plan Table Library

Component 7 Capital Fund Program Annual Statement Parts I, II, and II

Annual Statement

Capital Fund Program (CFP) Part I: Summary

Capital Fund Grant Number
CA 39P05250103

FFY of Grant Approval: 2003

X Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1.	Total Non-CGP Funds	
2.	1406 Operations	
3.	1408 Management Improvements	
4.	1410 Administration	\$76,550
5.	1411 Audit	
6.	1415 Liquidated Damages	
7.	1430 Fees and Costs	\$20,075
8.	1440 Site Acquisition	
9.	1450 Site Improvement	\$25,000
10.	1460 Dwelling Structures	\$645,925
11.	1465.1 Dwelling Equipment-Nonexpendable	
12.	1470 Nondwelling Structures	
13.	1475 Nondwelling Equipment	
14.	1485 Demolition	
15.	1490 Replacement Reserve	

16.	1492 Moving to Work Demonstration	
17.	1495.1 Relocation Costs	
18.	1498 Mod Used for Development	
19.	1502 Contingency	
20.	Amount of Annual Grant (Sum of lines 2-19)	\$767,550
21.	Amount of line 20 Related to LBP Activities	
22.	Amount of line 20 Related to Section 504 Compliance	
23.	Amount of line 20 Related to Security	
24.	Amount of line 20 Related to Energy Conservation Measures	

Annual Statement

Capital Fund Program (CFP) Part II: Supporting Table

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
CA39P052001 Marin City	Repairs to Landscaping & Irrigation System	1450	5,000
	Repair broken water distribution system Lines in ground.	1450	5,000
	Repair broken concrete sidewalks & stairs.	1450	5,000
	Interior/Exterior Painting Improvements (including application of steel coating material at 4 high-rise buildings)	1460	60,000
	Replace Kitchen Cabinets in Low-Rise Apts.	1460	20,000
	Partial Funding of Concrete Repairs & Improvements for 89/99/409/419 High-Rise Buildings. (At this time the total projected cost of this work is \$1,500,000. It will take up to 5 years to accumulate the needed funds.)	1460	360,925
CA39P052002 Venetia Oaks	Partial Funding to Continue building & site repairs. (wall insulation, siding repairs, painting; gutters, sitework, and roofing.)	1460	175,000
PHA Wide 052 Agency Wide	Agency Plan	Page 47	
	Clerical/Procurement	1410.1	16,000
	Modernization Coordinator	1410.2	25,000

Annual Statement**Capital Fund Program (CFP) Part III: Implementation Schedule**

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
CA39PO52001 Marin City	12/31/04	6/30/06
CA39PO52002 Venetia Oaks	12/31/04	6/30/06
PHA Wide 052 Agency Wide	12/31/04	6/30/06

Annual Statement/Performance and Evaluation Report					
Capital Fund Program (CFP)			Part I: Summary		
PHA Name: Housing Authority of the County of Marin		Grant Type and Number Capital Fund Program Grant No: <u>CA39P05250100</u>		Federal FY of Grant: <u>2000</u>	
Original Annual Statement Reserve for Disasters/ Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (Revision No: 3)					
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 6/30/02			Final Performance and Evaluation Report		
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements Soft Costs				
	Management Improvements Hard Costs				
4	1410 Administration	44,000	55,183	55,183	55,183
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	40,000	40,000	40,000	8,175
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	1,089,288	1,078,105	1,078,105	0
11	1465.1 Dwelling Equipment-Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1502 Contingency				
20	Amount of Annual Grant: (sum of lines 1-19)	1,173,288	1,173,288	1,173,288	63,358
	Amount of line 20 Related to LBP Activities	0	0	0	0
	Amount of line 20 Related to Section 504 compliance	0	0	0	0
	Amount of line 20 Related to Security -Soft Costs	0	0	0	0
	Amount of Line 20 related to Security-- Hard Costs	0	0	0	0
	Collateralization Expenses or Debt Service	0	0	0	0

Amount of Line 20 Related to Energy Conversation	0	0	0	0
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**Annual Statement/Performance and Evaluation Report
Capital Fund Program (CFP)**

Part II: Supporting Pages

PHA Name: Housing Authority of the County of Marin		Grant Type and Number Capital Fund Program Grant No: <u>CA39P05250100</u> Revision No. 3			Federal FY of Grant: <u>2000</u>	
Development Number Name/HA-Wi de Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost	Total Actual Cost	Status of Work

Original Revised Obligated Expended CA39PO52001

Marin City Spalling Concrete Repairs at High-Rise Buildings 69/79 Cole Drive **1460 2 Bldg. 1,089,288 1,078,1051,078,105 0 Work Underway.**

(Portion of Phase II of Alten Contract.) Fees for On-Site Inspector—

Spalling Concrete Repairs at High-Rise Buildings 69/79 Cole Drive **1430.1 2 Bldg.40,000 40,000 40,0008,175 Work Underway.**

(Contract with Triple H Construction Inspection Services.) PHA Wide 052

Agency Wide Clerical/Procurement **1410.1 2,000 2,0002,000 2,000 Work Complete** Contract Administrator **1401.2 42,000 53,18353,18353,183 Work Complete**

Annual Statement/Performance and Evaluation Report Capital Fund Program (CFP)							
Part III: Implementation Schedule							
PHA Name: Housing Authority of the County of Marin	Grant Type and Number Capital Fund Program No: CA39P05250100 Revision No. 3					Federal FY of Grant: 2000	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates	
	Original	Revised	Actual	Original	Revised	Actual	
CA39PO52001 Marin City	03/31/02		03/31/02	09/30/03			HUD Funding Allocation Notification letter Received by Marin Housing on July 3, 2000.
PHA Wide 052	03/31/02		09/30/00	09/30/03		06/30/02	ACC Executed by HUD on September 19, 2000.
							Access to LOCCS in late November 2000.

Annual Statement/Performance and Evaluation Report					
Capital Fund Program (CFP)			Part I: Summary		
PHA Name: Housing Authority of the County of Marin		Grant Type and Number Capital Fund Program Grant No: <u>CA39P05250101</u>		Federal FY of Grant: <u>2001</u>	
Original Annual Statement Reserve for Disasters/ Emergencies X Revised Annual Statement (Revision No: 3)					
X Performance and Evaluation Report for Period Ending: 6/30/02 Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements Soft Costs	56,659	56,659	56,659	16,836
	Management Improvements Hard Costs				
4	1410 Administration	120,000	120,000	120,000	13,341
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	181,519	181,519	138,016	54,801
8	1440 Site Acquisition				
9	1450 Site Improvement	205,870	205,870	85,975	1,605
10	1460 Dwelling Structures	490,368	490,368	145,781	3,905
11	1465.1 Dwelling Equipment-Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs	149,087	149,087	149,087	31,357
18	1499 Development Activities				
19	1502 Contingency				
20	Amount of Annual Grant: (sum of lines 1-19)	1,203,503	1,203,503	695,518	121,845
	Amount of line 20 Related to Section 504 compliance	0	0	0	0
	Amount of line 20 Related to LBP Activities	0	0	0	0
	Amount of line 20 Related to Security -Soft Costs	0	0	0	0
	Amount of Line 20 related to Security-- Hard Costs	0	0	0	0

	Amount of line 20 Related to Energy Conservation Measures Collateralization Expenses or Debt Service	0	0	0	0
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Annual Statement/Performance and Evaluation Report						
Capital Fund Program (CFP)						
Part II: Supporting Pages						
PHA Name: Housing Authority of the County of Marin		Grant Type and Number Capital Fund Program Grant No: <u>CA39PO5250101</u> Revision No. 3			Federal FY of Grant: <u>2001</u>	
Development Number Name/HA-Wi de Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost	Total Actual Cost	Status of Work
Development Number Name/HA-Wi de Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost	Total Actual Cost	Status of Work

Original Revised Obligated Expended CA39PO52001

Marin City Drug Prevention and Counseling 1408 8,548 8,548 8,548 0 Work Underway Resident Employment & Training 1408 16,513 16,513
16,513 5,189 Work Underway
Resident Management 1408 6,598 6,598 6,598 150 Work Underway
A&E Fees for Spalling Concrete repairs at High-Rise Buildings 1430.1 138,016 138,016 138,016 54,801 Work Underway (Concrete Science,
Kodama, AME) Repair Yard Fences & Gates 1450 16,000 16,000 16,000 0 Planning Tree trimming & landscape improvements 1450 11,592
11,592 11,592 0 Work Underway Repair, repave, & restripe 100 & 200 Drake Parking Lots 1450 2 Lots 55,000 55,000 0 0 Planning Repairs to
irrigation system 1450 8,604 8,604 8,604 0 Work Underway Install new development signage 1452 28 Bldgs. 13,560 13,560 13,560 0 Designing
signage Repair to attic firewalls of low-rise buildings 1460 20 Bldgs. 13,995 13,995 13,995 0 Planning Interior cyclical painting 1460 20 Apts.
19,389 19,389 19,389 0 Work Underway (Hired new painters) Spalling concrete repairs at High-Rise buildings 69/79 Cole Drive 1460 2 Bldgs.
22,127 22,127 0 0 Work Underway (Alten Phase II concrete repairs) Temporary relocation for work at High-Rise buildings 69/79 Cole Drive 1495.1
2 Bldgs. 149,087 149,087 149,087 31,357 Work Underway CA39PO52002
Venetia Oaks Repair fencing around patios 1450 12 Bldgs. 11,500 11,500 0 0 Planning Install wall insulation 1460. 12 Bldgs. 9,365 9,635 9,635 0
Work Underway @ vacant apts. Emergency siding repairs 1460 12 Bldgs. 0 50,000 40,000 0 Work Underway CA39PO52003
Homestead Terrace Install Wall Insulation 1460 4 Bldgs. 6,955 6,955 6,955 500 Work Underway @ vacant apts. Resurface deck walking surfaces
1460 4 Bldgs. 10,000 10,000 850 850 Planning CA39PO52004
Casa Nova Replace site lighting fixtures 1450 30,000 30,000 0 0 Planning Repair roofing tiles & flashing 1460 12 Bldgs. 20,000 20,000 0 0
Planning CA39PO52006
Golden Hinde Replace site lighting Fixtures 1450 25,000 25,000 1,605 1,605 Planning Replace flat portions of roofing 1460 6 Bldgs. 58,310
58,310 0 0 Work about to begin Replace water heater doors 1460 12 Bldgs. 15,000 15,000 0 0 Planning CA39PO52007
Kruger Pines Architectural & engineering to investigate dry rot & oversee correction 1430 43,503 43,503 0 0 Planning Repair dry rot & sliding
glass door settling 1460 1 Bldg 270,000 210,000 0 0 Planning Emergency elevator pit repairs
1460 1 Bldg. 0 10,000 10,000 203 Work compete PHA Wide 052

Agency Wide Service Coordinator 1408 25,000 12,000 12,000 10,394 Work CompleteProcurement Coordinator 1408 0 13,000 13,000 1,104
Work Underway Clerical/Procurement 1410.1 11,000 11,000 11,000 2,449 Work UnderwayModernization Coordinator 1410.2 41,000 41,000
41,000 3,026 Work UnderwayContract Administrator 1410.2 68,000 68,000 68,000 7,866 Work Underway Tree trimming & landscape
improvements 1450 14,776 14,776 14,776 0Work Underway Irrigation systems improvements 1450 19,838 19,838 19,838 0 Work Underway
Electrical improvements 1460 5,055 5,055 5,055 0 Planning Interior cyclical painting at elderly/disabled complexes 1460 40,172 40,172
40,172 2,353 Work Underway (hired new painters)

Annual Statement/Performance and Evaluation Report Capital Fund Program (CFP)							
Part III: Implementation Schedule							
PHA Name: Housing Authority of the County of Marin	Grant Type and Number Capital Fund Program No: CA39PO5250101 Revision No. 3				Federal FY of Grant: 2001		
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates		
	Original	Revised	Actual	Original	Revised	Actual	
CA39PO52001 Marin City	12/31/02			06/30/04			HUD Funding Allocation Notification letter Received by Marin Housing on April 9, 2001.
CA39PO52002 Venetia Oaks	12/31/02			06/30/04			ACC executed by PHA on April 12, 2001
CA39PO52003 Homestead Terrace	12/31/02			06/30/04			Obligation deadline is 18 months from end of Quarter when ACC was executed (6/30/01)
CA39PO52004 Casa Nova	12/31/02			6/30/04			
CA39PO52006 Golden Hinde	12/31/02			06/30/04			
CA39PO52007 Kruger Pines	12/31/02			06/30/04			Expended deadline is 3 years from end of quarter when ACC was executed (06/30/01)
PHA Wide 052	12/31/02		03/31/02	06/30/04			

Annual Statement/Performance and Evaluation Report					
Capital Fund Program (CFP)			Part I: Summary		
PHA Name: Housing Authority of the County of Marin		Grant Type and Number Capital Fund Program Grant No: <u>CA39P05250102</u>		Federal FY of Grant: <u>2002</u>	
Original Annual Statement		Reserve for Disasters/ Emergencies		Revised Annual Statement	
X Performance and Evaluation Report for Period Ending: 6/30/02			Final Performance and Evaluation Report		
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements Soft Costs				
	Management Improvements Hard Costs				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	1,500,000		1,500,000	530,669
11	1465.1 Dwelling Equipment-Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1502 Contingency				
20	Amount of Annual Grant: (sum of lines 1-19)	1,500,000		1,500,000	530,669
	Amount of line 20 Related to Section 504 compliance	0		0	0
	Amount of line 20 Related to LBP Activities	0		0	0
	Amount of line 20 Related to Security -Soft Costs	0		0	0
	Amount of Line 20 related to Security-- Hard Costs	0		0	0

	Collateralization Expenses or Debt Service	0		0	0
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Annual Statement/Performance and Evaluation Report						
Capital Fund Program (CFP)						
Part II: Supporting Pages						
PHA Name: Housing Authority of the County of Marin		Grant Type and Number Capital Fund Program Grant No: <u>CA39P05250102</u>			Federal FY of Grant: <u>2002</u>	
Development Number Name/HA-Wi de Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost	Total Actual Cost
						Status of Work

Original Revised Obligated Expended CA39PO52001

Marin City Spalling concrete repairs at High-Rise buildings 69/79 Cole Drive (Phase II) 1460 2 Bldgs. 1,500,000 1,500,000 530,669Work
Underway (Portion of Alten contract for Phase II work.)

Annual Statement/Performance and Evaluation Report Capital Fund Program (CFP)							
Part III: Implementation Schedule							
PHA Name: Housing Authority of the County of Marin	Grant Type and Number Capital Fund Program No: CA39P05250102				Federal FY of Grant: 2002		
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates	
	Original	Revised	Actual	Original	Revised	Actual	
CA39PO52001 Marin City	12/31/02		03/31/02	03/31/03			Note that these funds will be obligated to change orders to our contract with Alten Construction dated 5/2/00. ACC for CFP 501-02 signed by Marin Housing on 02/15/02 and by HUD on 3/04/02.

Annual Statement/Performance and Evaluation Report					
Capital Fund Program (CFP)			Part I: Summary		
PHA Name: Housing Authority of the County of Marin		Grant Type and Number Capital Fund Program Grant No: <u>CA39P05250202</u>		Federal FY of Grant: <u>2002</u>	
Original Annual Statement Reserve for Disasters/ Emergencies X Revised Annual Statement (Revision No. 1)					
X Performance and Evaluation Report for Period Ending: 6/30/02			Final Performance and Evaluation Report		
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements Soft Costs				
4	1410 Administration	76,000	76,000	76,000	0
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	217,225	217,225	0	0
8	1440 Site Acquisition				
9	1450 Site Improvement	189,000	169,000	60,000	0
10	1460 Dwelling Structures	380,000	400,000	100,000	0
11	1465.1 Dwelling Equipment-Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs	102,515	102,515	102,515	0
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 1-19)	964,740	964,740	338,515	0
22	Amount of line 20 Related to LBP Activities	0	0		
23	Amount of line 21 Related to Section 504 compliance	0	0		
24	Amount of line 20 Related to Security -Soft Costs	0	0		
25	Amount of Line 20 related to Security-- Hard Costs	0	0		

26	Amount of line 21 related to energy conservation measures	0	0		
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**Annual Statement/Performance and Evaluation Report
Capital Fund Program (CFP)**

Part II: Supporting Pages

PHA Name: Housing Authority of the County of Marin		Grant Type and Number Capital Fund Program Grant No: <u>CA39P05250202</u> Revision No. 1			Federal FY of Grant: <u>2002</u>	
Development Number Name/HA-Wi de Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost	Total Actual Cost	Status of Work

Original Revised Obligated Expended CA39PO52001

Marin City Architectural & Engineering fees for repairs to 89/99/409/419 High-Rise buildings (plus building permit fees) 1430 4 Bldgs. 172,150 172,150 0 0 Work Underway on minor concrete repairs Repair broken water distribution system lines in ground 1450 25,000 25,000 0 0 Planning Rebuild Low-Rise fences & replace gates 1450 20 bldgs. 90,000 70,000 0 0 Planning Repair broken concrete sidewalks & stairs 1450 14,000 14,000 0 0 Planning Repairs to landscaping & irrigation system 1450 35,000 35,000 35,000 0 Work Underway Interior/Exterior painting improvements (including application of coating material for concrete rebar at front walkways of 4 High-Rise buildings 89/99/409/419 1460 65,000 65,000 65,000 0 Work Underway (Hired new painters) Partial funding of concrete repairs & improvements for 69 & 79 Cole Drive High-Rise buildings.

1460 2 Bldgs. 100,000 100,000 0 0 Work Underway (Phase II of Alten Contract) Partial funding of concrete repairs & improvements for 89/99/409/419 Cole Drive High-Rise buildings. (At this time, the total projected costs of this work is \$1,500,000. It will take up to 5 years to accumulate the needed funds.) 1460 4 Bldgs. 50,000 50,000 0 0 Planning for concrete repairs Replace kitchen cabinets & countertops in Low-Rise Buildings (Portion of Work) 1460 4 Apts. 0 20,000 0 0 Planning for work Temporary relocation for work at High-Rise buildings 69/79 Cole Drive 1495.1 2 Bldgs. 102,515 102,515 105,515 0 Work Underway CA39PO52007 Kruger Pines Partial funding to Complete dry rot & settling repairs 1460 1 Bldgs. 130,000 130,000 0 0 Planning PHA Wide 052 Agency Wide Clerical/Procurement 1410.1 16,000 16,000 16,000 0 Work Underway Modernization Coordinator 1410.2 25,000 25,000 25,000 0 Work Underway Contract Administrator 1410.2 35,000 35,000 35,000 0 Work Underway Architectural & Engineering fees for repairs to Kruger Pines & Venetia Oaks (plus building permit fees)

1430 45,075 45,075 0 0 Preparing to Issue RFQ Repairs to landscaping & Irrigation system at elderly/disabled complexes 1450 25,000 25,000 25,000 0 Work Underway Painting improvements at elderly/disabled complexes 1460 35,000 35,000 35,000 0 Work Underway

Annual Statement/Performance and Evaluation Report Capital Fund Program (CFP)							
Part III: Implementation Schedule							
PHA Name: Housing Authority of the County of Marin	Grant Type and Number Capital Fund Program No: CA39P05250202 Revision No. 1				Federal FY of Grant: 2002		
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates		
	Original	Revised	Actual	Original	Revised	Actual	
CA39PO52001 Marin City	12/31/03			06/30/05			Effective Date is May 31, 2002. Acc executed by HUD on 6/13/02.
CA39PO52007 Kruger Pines	12/31/03			06/30/05			Obligation deadline is 18 months from the end of quarter when ACC was executed (6/30/02)
PHA Wide 052 Agency Wide	12/31/03			06/30/05			Expended deadline is 3 years from the end of quarter when ACC was executed (6/30/02)

(2) Optional 5-Year Action Plan

Agencies are encouraged to include a 5-Year Action Plan covering capital work items. This statement can be Completed by using the 5 Year Action Plan table provided in the table library at the end of the PHA Plan template **OR** by completing and attaching a properly updated HUD-52834.

a. Yes No: Is the PHA providing an optional 5-Year Action Plan for the Capital Fund? (if no, skip to sub-component 7B)

b. If yes to question a, select one:

The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment

-or-

The Capital Fund Program 5-Year Action Plan is provided below: (if selected, copy the CFP optional 5 Year Action Plan from the Table Library and insert here) pages 61-63.

Capital Fund Program Five-Year Action Plan

Part I: Summary

PHA Name Housing Authority of the County of Marin			X Original 5-Year Plan Revision No:		
Development Number/Name/HA -Wide	Year 1 FFY 2003	Work Statement for Year 2 FFY Grant: 2004 PHA FY: 2004	Work Statement for Year 3 FFY Grant: 2005 PHA FY: 2005	Work Statement for Year 4 FFY Grant: 2006 PHA FY: 2006	Work Statement for Year 5 FFY Grant: 2007 PHA FY: 2007
52-1 Marin City	Annual Statement	455,925	455,975	455,925	426,000
52-2 Venetia Oaks		105,000			
52-3 Homestead Terrace		70,000	195,075	20,000	
52-4 Casa Nova,					35,000
52-6 Golden Hinde					35,000
52-7 Kruger Pines				165,075	150,000
PHA-Wide		76,550	76,550	76,550	76,550
Elderly/Disabled Wide		60,075	40,000	50,000	45,000
Total CFP Funds (Est.)	\$767,550	\$767,550	\$767,550	\$767,550	\$767,550
Total Replacement Housing Factor Funds	0	0	0	0	0

Capital Fund Program Five-Year Action Plan
Part II: Supporting Pages—Work Activities

Activities for Year 1 2003	Activities for Year 2 FFY Grant: 2004 PHA FY: 2004			Activities for Year 3 FFY Grant: 2005 PHA FY: 2005		
	Development Number/Name	Major Work Categories	Estimated Costs	Development Number/Name	Major Work Categories	Estimated Costs
See Annual Statement	52-1 Marin City	Repairs 89/99/409/419	360,925	52-1 Marin City	Repairs 89/99/409/419	230,925
		Landscape/Irrigation	5,000		Landscape/Irrigation	5,000
		Interior/Exterior Painting	60,000		Interior/Exterior Painting	60,000
		Repair sidewalks/stairs	5,000		Temporary relocation	135,000
		Repair water distribution system	5,000		Repair water distribution system	5,000
		Replace kitchen cabinets in Low-Rise Apts.	20,000		Replace kitchen cabinets in Low-Rise Apts.	20,000
	Sub-total		455,925	Sub-total		455,925
	52-2 Venetia Oaks	Repairs to Exterior Walls of Buildings (Insulation, Siding & Trim, Painting)	105,000	52-3 Homestead Terrace	Repairs to Exterior Walls of Buildings & Site (Insulation, Stairs/Handrails, Siding & Trim, Fences, Lighting, Painting)	145,075
	Sub-total		105,000	Sub-total		195,075
	52-3 Homestead Terrace	Repairs to Exterior Walls of Buildings & Site (Stairs/ Handrails, Insulation, Siding & Trim, Fences, Lighting, Painting)	70,000			
	Sub-total		70,000			
	PHA-Wide	Administration	76,550	PHA-Wide	Administration	76,550
		Landscape/Irrigation	10,000		Landscape/Irrigation	10,000
		Interior/Exterior Painting	30,000		Interior/Exterior Painting	30,000
		A & E Fees	20,075			

Sub-total **136,625** Sub-total **116,550**
\$767,550

Total CFP Estimated Costs

\$767,550

Part II: Supporting Pages—Work Activities

Activities for Year 4 FFY Grant: 2006 PHA FY: 2006			Activities for Year 5 FFY Grant: 2007 PHA FY: 2007		
Development Number/Name	Major Work Categories	Estimated Costs	Development Number/Name	Major Work Categories	Estimated Costs
52-1 Marin City	Repairs 89/99/409/419	341,325	52-1 Marin City	Repairs 89/99/409/419	150,000
	Landscape/Irrigation	5,000		Landscape/Irrigation	5,000
	Interior/Exterior Painting	60,000		Interior/Exterior Painting	60,000
	Temporary Relocation	24,600		Temporary Relocation	170,000
	Repair water distribution system	5,000		Repair water distribution system	5,000
				Repair concrete sidewalks	16,000
	Replace kitchen cabinets in Low-Rise Apts.	20,000		Replace kitchen cabinets in Low-Rise Apts.	20,000
Sub-total		455,925	Sub-total		426,000
52-3 Homestead Terrace	Repairs to Exterior Walls of Buildings & Site (Insulation, Stairs/Handrails, Siding & Trim, Fences, Lighting, Painting)	20,000	52-4 Casa Nova	Paint Exteriors	35,000
			Subtotal		35,000
			52-6 Golden Hinde	Paint Exteriors	35,000
Sub-total		20,000	Sub-total		35,000
52-7 Kruger Pines	Replace walkway down hill to Tiburon Blvd.	75,000	52-7 Kruger Pines	Make Improvements to N. Knoll Rd	100,000
	Improvements to Roadway of N. Knoll Road	90,075		Paint Exteriors	50,000
Sub-total		165,075	Sub-total		150,000
PHA-Wide	Administration	76,550	PHA-Wide	Administration	76,550
	Landscape/Irrigation	10,000		Landscape/Irrigation	10,000
	Interior/Exterior Painting	30,000		Interior/Exterior Painting	35,000
	A & E Fees	10,000			
Sub-total		126,550	Sub-total		121,550

Total CFP Estimated Costs

\$767,550

\$767,550

B. HOPE VI and Public Housing Development and Replacement Activities (Non-Capital Fund)

Applicability of sub-component 7B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

Yes No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)

b) Status of HOPE VI revitalization grant (Complete one set of questions for each grant)

1. Development name:

2. Development (project) number:

3. Status of grant: (select the statement that best describes the current status)

Revitalization Plan under development

Revitalization Plan submitted, pending approval

Revitalization Plan approved

Activities pursuant to an approved Revitalization Plan
Underway

Yes No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?

If yes, list development name/s below:

Yes No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?

If yes, list developments or activities below:

Yes No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?

If yes, list developments or activities below:

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

Applicability of component 8: Section 8 only PHAs are not required to Complete this section.

1. Yes No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If "No", skip to component 9; if "yes", Complete one activity description for each development.)

2. Activity Description

Yes No: Has the PHA provided the activities description information in the **optional** Public Housing Asset Management Table? (If "yes", skip to component 9. If "No", Complete the Activity Description table below.)

Demolition/Disposition Activity Description	
1 a. Development name:	
1 b. Development (project) number:	
2. Activity type: Demolition Disposition	
3. Application status (select one) Approved Submitted, pending approval Planned application	
4. Date application approved, submitted, or planned for submission: (DD/MM/YY)	
5. Number of units affected:	
6. Coverage of action (select one) Part of the development Total development	
7. Timeline for activity: a. Actual or projected start date of activity: b. Projected end date of activity: c.	

9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities

[24 CFR Part 903.7 9 (i)]

Exemptions from Component 9; Section 8 only PHAs are not required to Complete this section.

1. Yes No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If “No”, skip to component 10. If “yes”, Complete one activity description for each development, unless the PHA is eligible to Complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

2. Activity Description

Yes No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If “yes”, skip to component 10. If “No”, Complete the Activity Description table below.

Designation of Public Housing Activity Description	
1 a. Development name:	
1 b. Development (project) number:	
2. Designation type:	Occupancy by only the elderly Occupancy by families with disabilities Occupancy by only elderly families and families with disabilities
3. Application status (select one)	Approved; included in the PHA's Designation Plan Submitted, pending approval Planned application
4. Date this designation approved, submitted, or planned for submission:	(DD/MM/YY)
5. If approved, will this designation constitute a (select one)	New Designation Plan Revision of a previously-approved Designation Plan?
6. Number of units affected:	
7. Coverage of action (select one)	Part of the development Total development

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

Exemptions from Component 10; Section 8 only PHAs are not required to Complete this section.

A. Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD FY 1996 HUD Appropriations Act

1. Yes No: Have any of the PHA's developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If "No", skip to component 11; if "yes", Complete one activity description for each identified development, unless eligible to Complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

2. Activity Description

Yes No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If "yes", skip to component 11. If "No", Complete the Activity Description table below.

Conversion of Public Housing Activity Description	
1a. Development name:	
1b. Development (project) number:	
2. What is the status of the required assessment?	Assessment Underway Assessment results submitted to HUD Assessment results approved by HUD (if marked, proceed to next question) Other (explain below)
3. Yes No: Is a Conversion Plan required?	(If yes, go to block 4; if no, go to block 5.)
4. Status of Conversion Plan (select the statement that best describes the current status)	Conversion Plan in development Conversion Plan submitted to HUD on: (DD/MM/YYYY) Conversion Plan approved by HUD on: (DD/MM/YYYY) Activities pursuant to HUD-approved Conversion Plan Underway
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)	Units addressed in a pending or approved demolition application (date submitted or approved:) Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved:) Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved:) Requirements no longer applicable: vacancy rates are less than 10 percent Requirements no longer applicable: site now has less than 300 units Other: (describe below)

B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937

See attachment Section "Voluntary Conversion"

C. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

Exemptions from Component 11A: Section 8 only PHAs are not required to Complete 11A.

1. Yes No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section

5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If “No”, skip to component 11B; if “yes”, Complete one activity description for each applicable program/plan, unless eligible to Complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

Yes No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 12. If “No”, Complete the Activity Description table below.)

Public Housing Homeownership Activity Description (Complete one for each development affected)
1a. Development name: 1b. Development (project) number:
2. Federal Program authority: HOPE I 5(h) Turnkey III Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) Approved; included in the PHA’s Homeownership Plan/Program Submitted, pending approval Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)
5. Number of units affected: 6. Coverage of action: (select one) Part of the development Total development

B. Section 8 Tenant Based Assistance

1. Yes No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If “No”, skip to component 12; if “yes”, describe each program using the table below (copy and Complete questions for each program identified), unless the PHA is eligible to Complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

2. Program Description:

See Attachment Section Section 8 Homeownership Program

a. Size of Program

Yes No: Will the PHA limit the number of families participating in the section 8 homeownership option?

If the answer to the question above was yes, which statement best describes the number of participants? (select one)

25 or fewer participants

26 – 50 participants

51 to 100 participants

more than 100 participants

b. PHA-established eligibility criteria

Yes No: Will the PHA's program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?

If yes, list criteria below:

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (l)]

Exemptions from Component 12: High performing and small PHAs are not required to Complete this component. Section 8-Only PHAs are not required to Complete sub-component C.

The Quality Housing and Work Responsibility Act of 1998 requires that housing authorities set forth in their Annual Plans a description of how they plan to address the Community Service Requirement. On November 14, 2000, the Housing Authority Board of Commissioners adopted the Community Service portion of Marin Housing's Occupancy Policy for Public Housing.

The community service requirement has been suspended fro Federal Fiscal Year 2002, for all developments except HOPE VI developments. MHA has chosen to suspend the requirement immediately. Marin Housing has removed the Community Service requirement from its leases for new residents and has notified existing residents that the requirement has been suspended.

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

Yes No: Has the PHA has entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

If yes, what was the date that agreement was signed? 04/26/99

2. Other coordination efforts between the PHA and TANF agency (select all that apply)

Client referrals

Information sharing regarding mutual clients (for rent determinations and otherwise)

Coordinate the provision of specific social and self-sufficiency services and

programs to eligible families
 Jointly administer programs
 Partner to administer a HUD Welfare-to-Work voucher program
 Joint administration of other demonstration program
 Other (describe)

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency of assisted families in the following areas? (select all that apply)

Public housing rent determination policies
 Public housing admissions policies
 Section 8 admissions policies
 Preference in admission to section 8 for certain public housing families
 Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
 Preference/eligibility for public housing homeownership option participation
 Preference/eligibility for section 8 homeownership option participation
 Other policies (list below)

b. Economic and Social self-sufficiency programs

Yes No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents?
 (If "yes", Complete the following table; if "no" skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use.)

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/ random selection / specific criteria / other)	Access (development office / PHA main office / other provider name)	Eligibility (Public Housing or Section 8 participants or both)
Computer Training Center	40 month	Special Criteria	W.H.A.P. (on site)	Public Housing
Fatherhood Collaborative	10	Special Criteria	FFS - on site	Public Housing
R.O.S.S.	125	Special Criteria	Project offices on site of five Senior/Disabled Complexes	Public Housing

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing	None	44
Section 8	47	127

- b. Yes No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size?
If no, list steps the PHA will take below:

C. Welfare Benefit Reductions

- The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)
 - Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
 - Informing residents of new policy on admission and reexamination
 - Actively notifying residents of new policy at times in addition to admission and reexamination.
 - Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
 - Establishing a protocol for exchange of information with all appropriate TANF agencies
 - Other: (list below)

D. Reserved for Community Service Requirement pursuant to Section 12(c) of the U.S. Housing Act of 1937

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8 Only PHAs may skip to component 15. High Performing and small PHAs that are participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub-component D.

A. Need for measures to ensure the safety of public housing residents

- Describe the need for measures to ensure the safety of public housing residents (select all that apply)
 - High incidence of violent and/or drug-related crime in some or all of the PHA's developments

High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments

Residents fearful for their safety and/or the safety of their children

Observed lower-level crime, vandalism and/or graffiti

People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime

Other (describe below)

Working with Sheriff Department to expand police presence and to develop a community approach to law enforcement and tenant responsibility for their property,

2. What information or data did the PHA use to determine the need for PHA actions to improve safety of residents (select all that apply).

Safety and security survey of residents

Analysis of crime statistics over time for crimes committed "in and around" public housing authority

Analysis of cost trends over time for repair of vandalism and removal of graffiti

Resident reports

PHA employee reports

Police reports

Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs

Other (describe below)

Which developments are most affected? (list below)

Marin City Public Housing

B. Crime and Drug Prevention activities the PHA has undertaken or plans to undertake in the next PHA fiscal year

1. List the crime prevention activities the PHA has undertaken or plans to undertake: (select all that apply)

Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities

Crime Prevention Through Environmental Design

Activities targeted to at-risk youth, adults, or seniors

Volunteer Resident Patrol/Block Watchers Program

Other (describe below)

Drug Counseling and Recovery Center

2. Which developments are most affected? (list below)

Marin City Public Housing

C. Coordination between PHA and the police

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)

Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan

Police provide crime data to housing authority staff for analysis and action
Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
Police regularly testify in and otherwise support eviction cases
Police regularly meet with the PHA management and residents
Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
Other activities (list below)

2. Which developments are most affected? (list below)
Marin City Public Housing

D. Additional information as required by PHDEP/PHDEP Plan

PHAs eligible for FY 2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

Yes No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?

Yes No: Has the PHA included the PHDEP Plan for FY 2002 in this PHA Plan?

Yes No: This PHDEP Plan is an Attachment.

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

The pet policy is going to be modified to clarify definition of a “pet” vs. a “service animal” based on the comments from residents and the RAB. This clarification is as follows:

“A pet” shall be defined only as any dog (weight not to exceed 15 pounds as an adult), a cat, bird, (only two, and not large parrots or other large birds), fish aquarium (not to exceed 10 gallons), rodents (only two, and only rabbits, guinea pigs, hamsters, or gerbils), and turtle (only two).

“A service animal” shall be defined as a dog (the weight limit of 15 pounds does not apply) or a cat where it has been established that a person with disabilities is in the household and the animal is necessary as a reasonable accommodation to provide designated service for the disabled resident or family member.

It is also being clarified in the policy that as a reasonable accommodation a disabled resident may request a waiver to the pet deposits. This clarification is as follows:

Where a resident has requested a waiver of the pet deposit and fees as a reasonable accommodation based on the disability, and where verification of such a need is presented, the pet deposit and fees may be waived by Marin Housing.

It is also being clarified that “service animals” are not restricted from being in any area on the complex. This clarification is as follows:

The following areas are designated no-pet areas: (This restriction does not apply to “service

animals” when they are in the company of the resident or a family member.)

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

Civil rights certifications are included in the PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations. (see pages 2–4)

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

1. Yes No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?(If no, skip to component 17.)
2. Yes No: Was the most recent fiscal audit submitted to HUD?
3. Yes No: Were there any findings as the result of that audit?
4. Yes No: If there were any findings, do any remain unresolved?
If yes, how many unresolved findings remain?___
5. Yes No: Have responses to any unresolved findings been submitted to HUD?
If not, when are they due (state below)?

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

Exemptions from component 17: Section 8 Only PHAs are not required to Complete this component. High performing and small PHAs are not required to Complete this component.

1. Yes No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock , including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?
See Component 7 – Capital Fund

What types of asset management activities will the PHA undertake? (select all that apply)

Not applicable
Private management
Development-based accounting
Comprehensive stock assessment
Other: (list below)

3. Yes No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

1. Yes No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
2. If yes, the comments are:
(if comments were received, the PHA **MUST** select one)
Attached at Attachment (File name) **RESIDENT COMMENTS, page 133**
Provided below:
3. In what manner did the PHA address those comments? (select all that apply)
Considered comments, but determined that no changes to the PHA Plan were necessary.
The PHA changed portions of the PHA Plan in response to comments
List changes below:

Changes are identified in the Attachment entitled RESIDENT ADVISORY BOARD

Other: (list below)

B. Description of Election process for Residents on the PHA Board

1. Yes No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)
2. Yes No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)
3. Description of Resident Election Process
 - a. Nomination of candidates for place on the ballot: (select all that apply)
Candidates were nominated by resident and assisted family organizations
Candidates could be nominated by any adult recipient of PHA assistance
Self-nomination: Candidates registered with the PHA and requested a place on ballot
Other: (describe)
 - b. Eligible candidates: (select one)
Any recipient of PHA assistance
Any head of household receiving PHA assistance
Any adult recipient of PHA assistance
Any adult member of a resident or assisted family organization
Other (list)
 - c. Eligible voters: (select all that apply)
All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
Representatives of all PHA resident and assisted family organizations
Other (list)

The MHA has two resident commissioners who are appointed to the Board by the County Board of Supervisors through a public selection process

C. Statement of Consistency with the Consolidated Plan

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

1. Consolidated Plan jurisdiction: County of Marin
2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.

The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.

The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.

Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)

Shelter Plus Care program, the HOPWA program, the Rehabilitation program, transition from the Drug Elimination Program, and the Continuum of Care participation

Other: (list below)

2. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)
The jurisdiction provides funding for the Rehabilitation Loan program, they are partners in the Continuum of Care process, they have provided financial assistance in funding certain capital improvements in public housing, they provide funding for the Shelter Plus Care, Rental Deposit Guarantee and HOPWA programs as well as a match for the Public Housing Drug Elimination Program.

D. Other Information Required by HUD

Use this section to provide any additional information requested by HUD.

None

Component 3, (6) Deconcentration and Income Mixing

- a. Yes No: Does the PHA have any general occupancy (family) public housing developments covered by the deconcentration rule? If no, this section is Complete. If yes, continue to the next question.
- b. Yes No: Do any of these covered developments have average incomes above or below 85% to 115% of the average incomes of all such developments? If no, this section is Complete.

If yes, list these developments as follows: Not applicable.

Section 4: Certifications

A comprehensive certification of compliance with respect to the Capital Fund

submission is included in the “PHA Certifications of Compliance with the PHA Plan and Related Regulations.”

Attached: PHA Certifications of Compliance with PHA Plans and Related Regulations – Board Resolution to Accompany the PHA Plan
(This document is located on page 3)
HUD-50075 Certification by State or Local Official of PHA Plans Consistency
With the Consolidated Plan, page 77
HUD-50070 Certification for a Drug-Free Workplace, page 78
Standard Form-LLL Disclosure of Lobbying Activities, page 80
HUD-50071 Certification of Payments to Influence Federal Transactions,

page 81

**Certification by State or Local Official of PHA Plans Consistency
With the Consolidated Plan**

I, Matthew Hymel the Chief Assistant County Administrator certify
that the Five Year and Annual PHA Plan of the Housing Authority of the County of Marin
is consistent with the Consolidated Plan of Marin County, California prepared
pursuant to
24 CFR Part 91.

MATTHEW HYMEL

Date: October 22, 2002

Original Document with Signature on file with HUD area office in San Francisco

Certification by State and Local Official of PHA Plans Consistency with the Consolidated Plan to Accompany the HUD 50075
OMB Approval No. 2577-0226
Expires 3/31/2002
Page 1 of 1

**Certification for
A Drug-Free Workplace**

**U.S. Department of Housing
and Urban Development**

Applicant Name
Housing Authority of the County of Marin

Program/Activity Receiving Federal Grant Funding
Capital Fund, Low-Rent Public Housing Operating, Section 8 Housing Choice Voucher Program (PHSEP-close-out)

Acting on behalf of the above named Applicant as its Authorized Official, I make the following certifications and agreements to the Department of Housing and Urban Development (HUD) regarding the sites listed below:

I certify that the above named Applicant will or will continue to provide a drug-free workplace by:

- a. Publishing a statement notifying employees that the un-lawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Applicant's work-place and specifying the actions that will be taken against employees for violation of such prohibition.
- b. Establishing an on-going drug-free awareness program to inform employees ---
 - (1) The dangers of drug abuse in the workplace;
 - (2) The Applicant's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
- c. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph a.;
- d. Notifying the employee in the statement required by paragraph a. that, as a condition of employment under the grant, the employee will ---
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- e. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph d.(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
- f. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph d.(2), with respect to any employee who is so convicted ---
 - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs a. thru f.

Sites for Work Performance. The Applicant shall list (on separate pages) the site(s) for the performance of work done in connection with the HUD funding of the program/activity shown above: Place of Performance shall include the street address, city, county, State, and zip code. Identify each sheet with the Applicant name and address and the program/activity receiving grant funding.)

Marin City	429 Drake Avenue, Marin City, CA 94965 CA052001	CF,PH, PHDEP Closeout
Venetia Oaks	263 N. San Pedro Road, San Rafael, CA 94903 CA052002	CF, PH
Homestead Terrace	140 Linden Lane, Mill Valley, CA 94941 CA052003	CF, PH
Casa Nova	35 Carmel Drive, Novato, CA 94945 CA052004	CF, PH
Golden Hinde	5 Golden Hinde Boulevard, San Rafael, CA 94903 CA052006	CF, PH
Kruger Pines	47 N. Knoll Road, Mill Valley, CA 94941 CA052007	CF, PH

Check here ☐ if there are workplaces on file that are not identified on the attached sheets.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official Title Janet Miller Schoder	Title Executive Director
Signature Original signature on file with San Francisco Area HUD office.	Date (mm/dd/yy) October 22, 2002

form HUD 50071 (3/98)

DISCLOSURE OF LOBBYING ACTIVITIES

Approved by OMB

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

0348-0046

(See reverse for public burden disclosure.)

1. Type of Federal Action: b a. contract b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance	2. Status of Federal Action: a a. bid/offer/application b. initial award c. post award	3. Report Type: a a. initial filing b. material changes For Material Change Only: Year_____ quarter_____ Date of last repost_____
4. Name and Address of Reporting Entity: <input checked="" type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known: Congressional District , if known: VI		5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime: Congressional District , if known:
6. Federal Department/Agency: U. S. Department of Housing and Urban Development	7. Federal Program Name/Description: Capital Fund, Public Housing, Section 8 Housing Choice Voucher Program CFDA Number, if applicable: _____	
8. Federal Action Number if known:	9. Award Amount, if known: \$	
10. a. Name and Address of Lobbying Registrant (if individual, last name, first name, MI): <p style="text-align: center;">NONE</p>	11. b. Individuals Performing Services (including address if (if individual, last name, first name, MI): different from No. 10a) (last name, first name, MI): <p style="text-align: center;">NONE</p>	
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.		Signature: _____ Print Name: <u>Janet Miller Scholder</u> Title: <u>Executive Director</u> Telephone No. (415) 491-2533 Date: October 22, 2002
Federal Use Only:		Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)

Certification of Payments to Influence Federal Transactions

U.S. Department of Housing and Urban Development Office of Public and Indian Housing

Applicant Name:

Housing Authority of the County of Marin

Program/Activity Receiving Federal Grant Funding

Capital Fund, Public Housing Operating Subsidy, Section 8 Housing Choice voucher Program
(and PHDEP closeout from prior year)

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form- LL, Disclosure Form to Report Lobbying, in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

I hereby certify that all the information stated herein, as well as any information in the accompaniment herewith, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties.

(18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official Title	Title
Janet Miller Schoder	Executive Director
Signature	Date (mm/dd/yy)
Original signature on file with San Francisco Area HUD office.	10/22/02

form HUD 50071 (3/98)

Attachments

Use this section to provide any additional attachments referenced in the Plans.

DECONCENTRATION

The Quality Housing and Work Responsibility Act of 1998 requires that a housing authority set forth in its Annual Plan a description of its admissions and other policies designed to provide for deconcentration of poverty and income mixing in identified projects where deconcentration has been determined to be necessary.

DECONCENTRATION POLICY

Section 8 Housing Choice Voucher Program

The MHA's policy is designed to provide maximum flexibility to assist families in making their housing choices regardless of race or income within qualifying income ranges.

The Section 8 Voucher program requires that 75% of all new participants receiving a certificate have incomes that do not exceed 30% of the areas median income. Families whose income does not exceed 30% of area median income will be referred to as "extremely low income families". MHA will monitor its admissions to ensure that the 75% requirement is met.

To increase housing choices of Section 8 participants, the MHA will inform all recipients of the full range of areas where they may seek housing; including those outside of poverty or minority concentrated areas. MHA will provide maps that show various areas with housing opportunities outside of areas of poverty or minority concentrations. With the assistance of our Housing Assistline staff, MHA will provide up-to-date information on affordable apartments and houses available in the County. These will include those located outside of poverty or minority concentrated areas.

MHA's Landlord Liaison Officer will encourage owners of units located outside areas of poverty or minority concentrations to participate in the Section 8 Housing Voucher Program.

MHA will analyze whether rental voucher holders have experienced difficulties in finding housing outside areas of poverty or minority concentrations. An annual analysis of MHA's participant base will be undertaken to determine if half or more of all Section 8 families with children assisted by MHA are residing in low poverty census tracts and/or if the families that moved during the year into areas that are not considered low poverty is at least 2% higher than during the last fiscal year. Areas designated as having *high* poverty or minority concentrations are determined annually by a HUD survey. In Marin, there are

currently three census tracts so designated as poverty-impacted: East San Rafael, downtown San Rafael, and Marin City.

Public Housing Program

Marin Housing has only one complex that is classified as a *General Occupancy* complex; therefore, MHA is exempt from the Quality Housing and Work Responsibility Act of 1998 that requires deconcentration of poverty in public housing projects. With respect to income targeting, MHA will monitor its admissions to ensure that at least 40% of families admitted to public housing each year shall have incomes that do not exceed 30% of area median (“extremely low income families”).

MHA’s policies are designed to provide maximum flexibility to its clients by providing them with the maximum number of housing choices regardless of race or income within qualifying income ranges.

Gross annual income is used to for income limits at admission and for income-mixing purposes. MHA will gather data and analyze, at least annually, the tenant characteristics of its public housing stock, including information regarding tenant incomes, to assist in MHA’s deconcentration efforts. In general, MHA’s deconcentration policy emphasizes working with *current* residents to improve their incomes and become self-sufficient, thereby contributing to a broader income mix in the public housing community.

MHA will:

1. do outreach to potential applicants who are underrepresented households,
2. grant transfers, in accordance with MHA’s transfer policy, found in Chapter 11 of the Occupancy Policy, between projects and programs to provide flexible housing options and further deconcentration goals.
3. inform applicants of the advantages available for working families, such as flat rents, the disallowance of earned income in certain circumstances, and the option of maintaining individual savings accounts (Determination of Total Tenant Payment, Chapter 7, Occupancy Policy).
4. encourage a broader range of incomes by implementing incentives for working families, as described in Chapter 7 of the Occupancy Policy.

ELIGIBILITY, SELECTION, AND ADMISSIONS POLICY

Section 8 and Public Housing *Waiting List Maintenance*

In an effort to be more responsive to County residents, Marin Housing has changed its policies surrounding the operation of its Section 8 Voucher and Public Housing waiting lists. These changes accomplish two things: (1) Open waiting lists on a predictable annual basis rather than once every two–five years; and (2) Serve the most at-risk populations, low-income families with minor children and very low-income special needs groups who require supportive services. These changes were reviewed by the RAB Committee, approved by the Board of Commissioners in May of 2002, and included in appropriate revisions to the Administrative Plan and the Occupancy Policy.

Administration Plan Section 8 Voucher Program Chapter 2

APPLYING FOR ADMISSION
(24 CFR 982.204)

INTRODUCTION

The policy of MHA is to ensure that all families who express an interest in housing assistance are given an equal opportunity to apply, and are treated in a fair and consistent manner. This Chapter describes the policies and procedures for completing a pre-application for assistance, placement and denial of placement on the waiting list, and limitations on who may apply. See also Chapter 4 Establishing Preferences and Maintaining the Waiting List. The primary purpose of the intake function is to gather information about the family, but MHA will also utilize this process to provide information to the family so that an accurate and timely decision of eligibility can be made. Applicants will be placed on the waiting list in accordance with this Plan.

A. HOW TO APPLY

The application process will involve two phases. The first will be the “initial” application for assistance (referred to as the pre-application). Families who wish to apply for any of MHA’s programs must Complete a written pre-application form when the waiting list is open. An interpreter or referral to an agency will be made available upon request for assistance in making our application process accessible. Pre-applications will be mailed to interested families upon request, or may be picked up at the main MHA office. This first phase will result in the family’s placement on the waiting list.

The second phase will be the “final determination of eligibility” (referred to as the full application). The full application will take place when the family reaches the top of the waiting list. At this time MHA will ensure that verification of all HUD and MHA eligibility

factors is current in order to determine the family's eligibility for the Voucher Program, hereinafter referred to as the Section 8 Housing Choice Voucher Program.

B. OPENING/CLOSING OF PRE-APPLICATION TAKING
[24 CFR §982.206, §982.207, and §982.54(d)(1)]

Opening the Waiting List

MHA will open its Section 8 Housing Choice Voucher Program waiting list annually during the first full week in June.

MHA will place an ad in the Marin Independent Journal and will send a press release to the newspapers, and media entities listed in Attachment B.

That waiting list will be used to fill outstanding vouchers for the coming year. In May of each year all pre-applications that remain on the waiting list will be withdrawn and a new list established in June.

The waiting list will remain open for those applicants that are involuntarily displaced. (as defined in Chapter 4 Section D)

MHA will utilize the following procedures for opening the waiting list.

MHA will mail announcements to its mailing list of housing and service organizations which assist homeless persons, low-income persons, and persons with disabilities.

The notice will contain:

- The dates, times, and the locations where families may apply.
- The programs for which pre-applications will be taken.
- A brief description of the program.
- Limitations, if any, on who may apply.

They will provide potential applicants with information that includes MHA's address and telephone number, how to submit a pre-application, information on eligibility requirements, and the availability of Federal and local preferences.

Upon request from a person with a disability, additional time up to 10 business days will be given as a reasonable accommodation for submission of an application after the closing deadline. This accommodation is to allow persons with disabilities the opportunity to submit a pre-application in cases when a social service organization provides inaccurate or untimely information about the closing date.

Closing the Waiting List

MHA, at its discretion, may restrict application intake, suspend application intake, and close waiting lists in whole or in part. MHA may open or close the list by local preference category. The waiting list will be closed except for the annual opening, which occurs during the first full week in June. MHA retains the discretion to reopen the waiting list other than in June should there not be enough applicants for available vouchers.

Reopening the Waiting List

MHA will publicly announce the annual opening and will conduct such reopenings of the list in accordance with HUD requirements.

Even though there are enough applicants on the waiting list to fill the turnover within the next 12 months, if there are not enough applicants who claim a local preference, MHA may elect to accept pre-applications from applicants who claim a local preference ONLY, and continue to keep the waiting list closed.

The notices will be made in an accessible format if requested. They will provide potential applicants with information that includes MHA's address and telephone number, how to submit an application, information on eligibility requirements, and the availability of local preferences.

When Pre-Application Taking Is Suspended

MHA will suspend the acceptance of pre-applications following the annual June opening if there are enough local Preference holders to fill anticipated openings for the next 12 months. MHA will give at least 10 days' notice prior to closing the list, if the opening and closing dates are not announced in the same notice. When the period for accepting pre-applications is over, MHA will add the new applicants to the list by separating the new applicants into groups based on preferences and ranking applicants within each group by date and time of pre-application.

The waiting list may not be closed if it would have a discriminatory effect inconsistent with applicable civil rights laws. Suspension of pre-application taking is announced in the same way as opening the waiting list.

During the period when the waiting list is closed, MHA will not maintain a list of individuals who wish to be notified when the waiting list is open.

Purging the Waiting List

MHA will withdraw all applicants remaining on its waiting list during the month of May of each year. MHA will advise families of their responsibility to notify MHA when mailing address or telephone numbers change.

C. PRE-APPLICATION PROCEDURES [24 CFR §982.204 (b)]

MHA will utilize a preliminary-application form (pre-application). The information is to be filled out by the applicant whenever possible. To provide specific accommodation to persons with disabilities, the information may be Completed by a social service agency staff person or a MHA staff person. The pre-application may also be mailed to the applicant. Translations or an interpreter may be provided for non-English speaking applicants.

The purpose of the pre-application is to permit MHA to preliminarily assess family eligibility or ineligibility and to determine placement on the waiting list. The pre-application will contain questions designed to obtain the following information:

Names of adult members and age of all members
Sex and relationship of all members
Street Address and phone numbers
Mailing Address (If PO Box or other permanent address)
Amount(s) and source(s) of income received by household members
Information regarding Disabilities relating to program requirements (i.e., deductions)
Mobility information relating to the need for an accessible unit.
Information related to qualification for preferences
Social Security Numbers
Race/ethnicity

Citizenship/eligible immigration status
Veteran Status
Arrests and/or Convictions for Drug Related or Violent Criminal Activity
Request for Specific Accommodation needed to fully utilize program and services
Program integrity questions regarding previous participation in HUD programs

Duplicate pre-applications, including pre-applications from a segment of an applicant household, will not be accepted. Ineligible families will not be placed on the waiting list.

Pre-applications will not require an interview. The information on the pre-application will not be verified until the applicant has been selected for final eligibility determination. Final eligibility will be determined when the full application process is Completed and all information is verified.

Families on the waiting list are required to inform MHA in writing of changes in family composition, income, and address, as well as any changes that might affect their preference or priority status. Families on the waiting list are also required to respond to written requests from MHA to update information on their pre-application, or to determine their continued interest in assistance.

Failure to provide information or to respond to mailings will result in the applicant being removed from the waiting list. See Chapter 19, "Complaints and Appeals"

D. NOTIFICATION OF APPLICANT STATUS

If after a review of the pre-application the family is determined to be preliminarily eligible, they will receive a receipt stating the date their application was entered into the computer system. The receipt will be given to the applicant at the time the pre-application is submitted, or mailed to the applicant by first class mail.

If the family is determined to be ineligible based on the information provided in the pre-application, MHA will notify the family in writing (in an accessible format upon request as a reasonable accommodation), state the reason(s), and inform them of their right to an informal review. The applicant may request to have an advocate attend the informal review as an accommodation. See Chapter 19, "Complaints and Appeals."

Administration Plan Section 8 Voucher Program

Chapter 4

ESTABLISHING PREFERENCES AND MAINTAINING THE WAITING LIST [24 CFR §982.54(d)(1)]

INTRODUCTION

It is MHA's objective to ensure that families are placed in the proper order on the waiting list so that an offer of assistance is not delayed to any family, or made to any family prematurely.

This chapter explains the local preferences that MHA has adopted to meet local housing needs and explains MHA's system of applying them.

By maintaining an accurate waiting list, MHA will be able to perform the activities that ensure an adequate pool of qualified applicants will be available, and that program funds are used in a timely manner.

A. PRE-APPLICATION POOL

The waiting list will be maintained in accordance with the following guidelines:

1. The pre-application will be maintained in a permanent file.
2. Pre-applications equal in preference will be maintained by random number assigned by lottery at the time the application is added to the waiting list.
3. All applicants must meet all eligibility requirements as established by HUD. Any exceptions to these requirements, other than those outlined in Chapter 3, "Eligibility for Admission", must have been approved previously by the HUD Field Office.

Cross-Listing of Public Housing and Section 8

MHA will not merge the waiting lists for public housing and Section 8 Housing Choice Voucher. The Housing Choice Voucher and public housing waiting lists will open once a year during the first full week in June and remain open for a period of 5 to 8 working days. Every applicant will be given the opportunity to apply for each waiting list for which said applicant qualifies.

B. MANAGEMENT OF THE WAITING LIST

MHA will administer its Section 8 Plus waiting list as required by 24 CFR 982.54(d)(1). It is MHA's policy that each applicant shall be assigned an appropriate place on the Section 8 Housing Choice Voucher Program.

Applicants will be listed in sequence assigned through the local preference point system (see Attachment F), and where the points are equal, by random lottery number. When

pre-applications arrive on the same date, a lottery will be held and pre-applications with the same points will be assigned a time in the order in which they are pulled.

1. Time of Selection

When the pre-application is submitted to MHA in a timely manner, the actual date and time of receipt are irrelevant. Their order is determined first by preference points, and then where preference points are equal the placement will be determined by a random lottery number.

When voucher certificates are available, families will be selected from the waiting list in their preference-determined sequence.

Based on MHA's turnover and the availability of voucher certificates, groups of families will be selected from the waiting list to form a final eligibility "pool." Selection from the pool will be based on waiting list sequence/completion of verification.

2. Changes Prior to Voucher Offer

Changes that occur during the period between placement on the waiting list and an offer of a voucher certificate may affect the family's eligibility or Total Tenant Payment. The family is responsible for notifying MHA of such changes.

Multiple Families in the Same Household.

When families apply which consist of two families living together (such as a mother and father, and a daughter with her own husband or children), if they apply as a family voucher certificate, they will be treated as a family voucher certificate and will not receive separate voucher certificates.

C. WAITING LIST PREFERENCES

A preference does not guarantee admission to the program. Preferences are used to establish the order of placement on the waiting list. Every applicant must still meet MHA's Selection Criteria as defined in this policy.

Types of Applicants With Preference Over "Other Singles"

Applicants who are elderly, disabled, or displaced households of no more than two persons will be given a selection priority over all "Other Single" applicants.

"Other Singles" denotes a one-person household in which the individual member is neither elderly, disabled, or displaced. Such applicants will be placed on the waiting list in accordance date and time of application, and only Marin Housing residency preference is applicable.

D. LOCAL PREFERENCES

Local preferences will be used to select among applicants on the waiting list.

Local preferences will be given to applicants who are otherwise eligible and who, at the time information is verified, meet the definitions of the preferences described below.

Local preferences only apply to Marin County residents. Applicants without local preferences will be placed at the end of the waiting list, after those with preference points, according to lottery determined sequence.

MHA has adopted the following Local Preferences for families, elderly, and disabled applicants only:

- Marin County Resident: Residency preference for families who live, work (at least 20 hours per week), or have been hired to work within the limits of Marin County.
- Veterans: Current members of the military, veterans, or surviving spouses of veterans. Dishonorably discharged veterans are not entitled to this preference.
- Families with one or more adult who has custody of one or more minor child[ren].
- Graduates of Transitional Housing: Graduates of programs which have an approved Memorandum of Understanding with Marin Housing.
- Homeless/Substandard Housing : Applicants who live in substandard housing are families whose dwelling meets one or more of the following criteria (provided that the family did not cause the condition):

- Is dilapidated, as cited by officials of a code enforcement office, and does not provide safe, adequate shelter; has one or more critical defects or combination of defects requiring considerable repair; endangers the health, safety, and well-being of the family.
- Does not have operable indoor plumbing.
- Does not have a usable flush toilet in the unit for the exclusive use of the family.
- Does not have a usable bathtub or shower in the unit for exclusive family use.
- Does not have adequate, safe electrical service.
- Does not have an adequate, safe source of heat.
- Should, but does not, have a kitchen. (Single Room Occupancy [SRO] Housing is not substandard solely because it does not contain sanitary and/or food preparation facilities in the unit).
- Has been declared unfit for habitation by a government agency.
- Is overcrowded according to HQS or local or state code.
- Persons who reside as part of a family shall not be considered a separate family group for substandard housing definition preference purposes. If the owner is an immediate family relative and there has been no previous rental agreement, and the applicant has been part of the owner's family immediately prior to application, the applicant will not be considered to be in substandard housing.
- Applicants living in Public Housing or publicly assisted housing shall not be denied this preference if the unit meets the criteria for the substandard preference.

An applicant who is a "Homeless Family" is considered to be living in substandard housing. "Homeless Families":

- Lack a fixed, regular and adequate nighttime residence; and
- Have a primary nighttime residence that is a supervised public or private shelter providing temporary accommodations (including welfare hotels, congregate shelters and transitional housing), or an institution providing temporary residence for individuals intended to be institutionalized, or a public or private place not ordinarily used as a sleeping accommodation for human beings.

Rent Burden: Families paying more than 50% of their income for rent and utilities for at least 90 days commencing before they were selected from the Waiting List and continuing through the verification process will receive this preference.

For the purposes of this preference, "Family Income" is Gross Monthly Income as defined in the regulations.

"Rent" is defined as the actual amount due under a lease or occupancy agreement calculated on a monthly basis without regard to the amount actually paid, plus the monthly amount of tenant-supplied utilities, which can be either:

- a. MHA's reasonable estimate of the cost of such utilities, using the Utility Allowance Schedule (see Attachment B); or
- b. The average monthly payments the family actually made for these utilities in the most recent 12-month period, or if information is not obtainable for the entire period, the average of at least the past three months.

An applicant family may choose which method to use to calculate utility expense. Any amounts paid to or on behalf of a family under any energy assistance program must be subtracted from the total rent burden if included in Family Income. The applicant must show that they actually paid the utility bills, regardless of whose name the service is under.

To qualify for the Rent Burden preference, the applicant must pay rent directly to the landlord or agent. If the applicant pays their share of rent to a cohabitant and is not named on the lease, MHA will require both verification from the Landlord that the applicant resides in the unit, and verification from the cohabitant of the amount of rent paid by the applicant. If the applicant is subletting, the sublessor must have the legal right to sublet.

Members of a cooperative are "renters" for the purposes of qualifying for the preference. In this case, "Rent" would mean the charges under the occupancy agreement.

6. Domestic Violence Victims: When there is actual or threatened physical violence directed against the applicant or the applicant's family by a spouse or other household member who lives in the unit with the family.

The actual or threatened violence must have occurred within the past 30 days, be of a continuing nature, and be verified by law enforcement or a recognized agency. The applicant must reside in Marin County.

To qualify for this preference, the abuser must still reside in the unit from which the victim was displaced. The applicant must certify that the abuser will not reside with the applicant unless MHA gives prior written approval.

MHA will approve the return of the abuser to the household after eviction only if a counselor, therapist or other knowledgeable professional recommends in writing that the individual be allowed to reside with the family.

If the abuser returns to the family without approval of MHA, MHA will deny or terminate assistance for breach of the certification. MHA will take precautions to ensure that the new location of the family is concealed in cases of domestic abuse.

7. Involuntary Displacement

An applicant who lives in a violent neighborhood, or is fearful of other violence outside the household, is not considered involuntarily displaced. Those applicants who have been involuntarily displaced and are not living in standard, permanent replacement housing, or will be involuntarily displaced within no more than six months from the date of verification by MHA, automatically receive the local residency preference.

This preference only applies to Marin County residents, except for d. and e. below.

Families are considered to be involuntarily displaced if they are required to vacate housing as a result of:

- a. Disaster (fire, flood, earthquake, etc.) that has caused the housing to be uninhabitable.
- b. Government action (Federal, state or local) that is related to code enforcement, public improvement or development.
- c. Housing owner action that forces the applicant to involuntarily vacate their housing. This does not include evictions caused by the applicant due to lease violations, failure to pay rent, unwillingness to pay increased rent, or holding over. It also does not apply when the landlord is related to the tenant, or when a written rental agreement and evidence of regular rent payments do not exist.

For the purposes of this element, reasons for an applicant's having to vacate a housing unit include, but are not limited to:

Conversion of an applicant's housing unit to non-rental or non-residential use;

Closure of an applicant's housing unit for rehabilitation or non-residential use;

Notice to an applicant that s/he must vacate a unit because the owner wants the unit for the owner's personal or family use or occupancy;

Sale of a housing unit in which an applicant resides under an agreement that the unit must be vacant when possession is transferred; or

Any other legally authorized act that results, or will result, in the withdrawal by the owner of the unit or structure from the rental market.

- d. Witness Protection to avoid reprisals because the family provided information on criminal activities to a law enforcement agency, and after a threat assessment the

law enforcement agency recommends re-housing the family to avoid or reduce risk of violence against the family. The family must be part of a Witness Protection Program or similar program. The family may reside in Marin or, if it is so determined that the safety of the family demands it, may be required to leave Marin and reside outside the County.

MHA will take precautions to ensure that the new location of the family is concealed in cases of witness protection.

- e. Hate crimes if a member of the family has been the victim of one or more hate crimes, including racial and ethnic harassment, and the applicant has vacated the housing because of the crime, or the fear of such a crime has destroyed the applicant's peaceful enjoyment of the housing.

A hate crime is actual or threatened physical violence or intimidation that is directed against a person or his property and is based on the person's race, color, religion, sex, national origin, disability or familial status, including sexual orientation, and has occurred within the last 30 days or is of a continuing nature (as defined in California Penal Code section 422.6). The family must be referred to MHA by a law enforcement agency.

- f. Non-suitability of the unit when a member of the family has a mobility or other impairment that makes the person unable to use critical elements of the housing and the owner is not legally obligated to make changes to the unit.

Critical elements are: entry and egress of unit and building; a sleeping area; a full bathroom; or a kitchen, if the person with a disability must do their own food preparation.

8. Supportive Housing:

Families or individuals who are either homeless or have special needs who can reside in supportive housing, defined as housing that offers supportive services for extremely low-income families and individuals with special needs, including homelessness, mental illness, HIV/AIDS, substance abuse issues, developmental disabilities, victims of domestic violence, frail elderly and other chronic health and physically disabling conditions housing or family actively participating in

the welfare to work program and referred by the Cal Works department of Health and Human Services. In order to qualify for this preference, the applicant must have a letter from the agency that plans to provide supportive housing stating that they will provide the applicant with housing and appropriate services.

F. PREFERENCE ELIGIBILITY

Change in Circumstances

Changes in an applicant's circumstances while on the waiting list may affect the family's entitlement to a preference. Applicants are required to notify MHA in writing when their circumstances change. When an applicant claims an additional preference, s/he will be placed on the waiting list in the proper order of their newly claimed preference.

G. ORDER OF SELECTION

The order of selection is based on MHA's system for weighing preferences and the HUD requirement that one or two person elderly, disabled, or displaced families will always be selected before other singles.

a. Local Preferences

A local preference point system will be used to select among families. (See Attachment F)

b. Among Applicants with Equal Preference Status

Among applicants with equal preference status, the waiting list will be organized by lottery determined random order.

c. Other considerations in selection from the waiting list:

Any admission mandated by court order related to desegregation or Fair Housing and Equal Opportunity will take precedence over the Preference System. Other admissions required by court order will also take precedence over the Preference System.

H. DECONCENTRATION OF POVERTY

MHA will gather data and analyze, at least annually, the tenant characteristics of its Section 8 Plus participants, including information regarding participant incomes, to assist in MHA's deconcentration efforts.

In order to achieve deconcentration, it is possible that families who are lower on the waiting list may receive an offer of assistance ahead of families with an earlier *ranking on the waiting list*.

Income Targeting

In accordance with the Quality Housing and Work Responsibility Act of 1998, each fiscal year MHA will reserve a minimum of 75% of its Section 8 new admissions for families whose incomes do not exceed 30% of the area median income. (See Attachment D Income Limits).

Families whose incomes do not exceed 30% of area median income will be referred to as "extremely low income families".

I. EXCEPTIONS FOR SPECIAL ADMISSIONS [24 CFR §982.203, §982.54(d)(3)]

If HUD awards MHA program funding that is targeted for specifically named families, MHA will admit these families under a Special Admissions procedure.

Special admissions families will be admitted outside of the regular waiting list process. They do not have to qualify for any preferences, nor are they required to be on the program waiting list. MHA maintains separate records of these admissions.

The following are examples of types of program funding that may be designated by HUD for families living in a specified unit:

A family displaced because of demolition or disposition of a public or Indian housing project;

A family residing in a multifamily rental housing project when HUD sells, forecloses or demolishes the project;

For housing covered by the Low Income Housing Preservation and Resident Homeownership Act of 1990;

A family residing in a project covered by a project-based Section 8 HAP contract at or near the end of the HAP contract term; and

A non-purchasing family residing in a HOPE 1 or HOPE 2 project.

MHA also has the following programs which receive targeted funding from HUD and for which admissions are handled separately from the Section 8 waiting list:

- Welfare to work
- Shelter Plus Care
- HOPWA

HOUSING CHOICE VOUCHER PROGRAM
LOCAL PREFERENCE POINT SYSTEM

I. Involuntarily Displaced

This accommodation applies to
Marin County Residents only

50 points

II. Marin County Residents – Families with minor child(ren), Elderly, or Disabled
Individuals or Families other than persons who are not Involuntarily Displaced
(maximum 55 points)

Applicant receives points for each of the following which apply.

Marin County resident

5 points

Family with minor child(ren)

25 points

Elderly or disabled individual

25 points

Veteran

5 points

Homeless, or domestic violence victim, or

5 points

Substandard housing, or 50% rent burden

Supportive Housing:

10 points

Families or individuals who are either homeless or have special needs who can reside in supportive housing, defined as housing that offers supportive services for extremely low-income families and individuals with special needs, including homelessness, mental illness, HIV/AIDS, substance abuse issues, developmental disabilities, victims of domestic violence, frail elderly and other chronic health and physically disabling conditions housing or family actively participating in the welfare to work program and referred by the Cal Works department of Health and Human Services. In order to qualify for this preference, the applicant must have a letter from the agency that plans to provide supportive housing stating that they will provide the applicant with housing and appropriate services.

Graduate of transitional housing

10 points

III. Marin County Residents – Singles who are not Elderly, or Disabled
(maximum 30 points)

Marin County resident

5 points

Veteran

5 points

Homeless, or domestic violence victim, or

5 points

Substandard housing, or 50% rent burden

Graduate of transitional housing

10 points

IV. Out of County Residents

Veterans receive 5 points pursuant to state law preference. No other local preference will be accorded to an applicant who does not qualify as a Marin County resident. All pre-applications will be placed on the waiting list by date and time of application.

Admissions and Continued Occupancy Policy Public Housing Chapter 2

ESTABLISHING PREFERENCES AND MANAGING THE WAITING LIST (24 CFR 960.204)

INTRODUCTION

MHA policies will be followed consistently and will affirmatively further HUD's fair housing goals. It is MHA's objective to ensure that the families are placed in the proper order on the waiting list so that the offer of a unit is not delayed to any family unnecessarily, or made to any family prematurely. This chapter explains the policies for the management of the waiting list.

By maintaining an accurate waiting list, MHA will be able to perform the activities which ensure that an adequate pool of qualified applicants will be available to fill unit vacancies in a timely manner.

A. HOW TO APPLY

The application process will involve two phases. The first will be the "initial" application for assistance (referred to as the pre-application). Families who wish to apply for any of MHA's programs must Complete a written pre-application form when the waiting list is open. An interpreter or referral to an agency will be made available upon request for assistance in making our application process accessible. Pre-applications will be mailed to interested families upon request, or may be picked up at the main MHA office. This first phase will result in the family's placement on the waiting list.

The second phase will be the "final determination of eligibility" (referred to as the full application). The full application will take place when the family reaches the top of the waiting list. At this time MHA will ensure that verification of all HUD and MHA eligibility factors is current in order to determine the family's eligibility for public housing.

B. MANAGEMENT OF THE WAITING LIST

MHA will administer its Marin City family waiting list and the Elderly/Disabled public housing waiting list as required by 24 CFR Part 5, Subparts E and F, Part 945 and 960.201 through 960.215. It is MHA's policy that each applicant shall be assigned an appropriate place on the Marin City Project or the Elderly/Disabled Projects waiting list.

Applicants will be listed in sequence assigned through the local preference point system (see *Attachment C*), the size and type of unit they require, and, where the points are equal, by date and time of application. When pre-applications arrive on the same date a lottery will be held and pre-applications with the same points will be assigned a time in the order in which they are pulled.

The waiting list will be maintained in accordance with the following guidelines:

The pre-application will be maintained in a permanent file.

Pre-applications equal in preference will be maintained in lottery-determined sequence of pre-application receipt.

All applicants must meet applicable income eligibility requirements as established by HUD and MHA.

In filling an actual or expected vacancy, MHA will offer the dwelling unit to the appropriate applicant in sequence with the goal of accomplishing deconcentration of poverty and income mixing objectives.

1. Opening and Closing the Waiting Lists. [24 CFR 982.206, 982.54(d)(1)]

Opening the Waiting List

MHA will open its Section 8 Housing Choice Voucher Program waiting list annually during the first full week in June.

MHA will place an ad in the Marin Independent Journal and will send a press release to the newspapers, and media entities listed in Attachment B.

That waiting list will be used to fill outstanding vouchers for the coming year. In May of each year all pre-applications that remain on the waiting list will be withdrawn and a new list established in June.

The waiting list will remain open for those applicants that are involuntarily displaced. (as defined in Chapter 4 Section D)

MHA will utilize the following procedures for opening the waiting list.

MHA will mail announcements to its mailing list of housing and service organizations which assist homeless persons, low-income persons, and persons with disabilities.

The notice will contain:

- The dates, times, and the locations where families may apply.
- The programs for which pre-applications will be taken.
- A brief description of the program.
- Limitations, if any, on who may apply.

They will provide potential applicants with information that includes MHA's address and telephone number, how to submit a pre-application, information on eligibility requirements, and the availability of Federal and local preferences.

Upon request from a person with a disability, additional time up to 10 business days will be given as a reasonable accommodation for submission of an application after the closing deadline. This accommodation is to allow persons with disabilities the opportunity to submit a pre-application in cases when a social service organization provides inaccurate or untimely information about the closing date.

MHA, at its discretion, may restrict application intake, suspend application intake, and

close waiting lists in whole or in part. MHA may open or close the list by local preference category, and/or by bedroom size.

When MHA opens the waiting list, MHA will advertise through public notice in the media listed in *Attachment A* and to the organizations listed in *Attachment B*.

The notice will contain:

The dates, times, and the locations where families may apply.

Any system of site-based waiting list offered by MHA.

The programs for which applications will be taken.

The bedroom size for which applications will be taken.

A brief description of the program.

A statement that Section 8 participants must submit a separate application if they want to apply for public housing.

Limitations, if any, on who may apply.

The notices will be made in an accessible format if requested. They will provide potential applicants with information that includes MHA's address and telephone number, how to submit an application, information on eligibility requirements, and the availability of local preferences.

Upon request from a person with a disability, additional time up to 10 business days will be given as a reasonable accommodation for submission of an application after the closing deadline. This accommodation is to allow persons with disabilities the opportunity to submit an application in cases when a social service organization provides inaccurate or untimely information about the closing date.

C. WAITING LIST PREFERENCES

A preference does not guarantee admission to the program. Preferences are used to establish the order of placement on the waiting list. Every applicant must still meet MHA's Selection Criteria as defined in this policy. (See Chapter 4)

MHA's preference system will work in combination with MHA requirements to match the characteristics of the family to the type of unit available, including units with a targeted population, and further deconcentration of poverty in public housing. When such matching is required MHA will give preference to qualified families.

D. LOCAL PREFERENCES

Local preferences will be used to select among applicants on the waiting list. A public hearing or public notice must be held before MHA adopts any local preference. The hearing will be publicized using the same guidelines used for public notice change requirements.

Local preferences will be given to applicants who are otherwise eligible and who, at the time information is verified, meet the definitions of the preferences described below.

Local

preferences only apply to Marin County residents. Applicants without local preferences will be placed on the waiting list as of the date and time of application.

MHA has chosen to adopt the following Local Preferences for families, elderly and disabled:

1. County residents: Residency preference for families who live, work (at least 20 hours per week), or have been hired to work within the limits of Marin County.
2. Veterans: Current members of the military, veterans, or surviving spouses of veterans. Dishonorably discharged veterans are not entitled to this preference.

3. Working families: Families with at least one adult who is employed and who has been employed for 6 months. This preference is extended equally to an applicant family whose head or spouse is age 62 or older, or whose head or spouse is receiving SS disability, SSI income, disability income, or any other payment based upon an individual's inability to work.

This includes families who are graduates of or participants in any educational and training programs designed to prepare the individual for the job market. To qualify, the applicant must provide documentation of graduation from or current participation in the program.

4. Graduates of Transitional Housing: Graduates of programs which have an approved Memorandum of Understanding with Marin Housing.

5. Homeless/Substandard Housing : Applicants who live in substandard housing are families whose dwelling meets one or more of the following criteria (provided that the family did not cause the condition):

- a. Is dilapidated, as cited by officials of a code enforcement office, and does not Provide
safe, adequate shelter; has one or more critical defects or a combination of defects requiring considerable repair; endangers the health, safety, and well-being of the family.
- b. Does not have operable indoor plumbing.
- c. Does not have usable flush toilet in the unit for the exclusive use of the family.
- d. Does not have usable bathtub or shower in the unit for exclusive family use.
- e. Does not have adequate, safe electrical service.
- f. Does not have an adequate, safe source of heat.
- g. Should, but does not, have a kitchen. (Single Room Occupancy [SRO] Housing is not substandard solely because it does not contain sanitary and/or food preparation facilities in the unit).
- h. Has been declared unfit for habitation by a government agency.
- i. Is overcrowded according to HQS or local or state code.

Persons who reside as part of a family unit shall not be considered a separate family unit for substandard housing definition preference purposes. If the owner is an immediate family relative and there has been no previous rental agreement and the applicant has been part of the owner's family immediately prior to application, the applicant will not be considered to be in substandard housing.

Applicants living in Public Housing or publicly assisted housing shall not be denied this

reference if the unit meets the criteria for the substandard preference.

j. An applicant who is a “Homeless Family” is considered to be living in substandard housing. “Homeless Families”:

Lack a fixed, regular and adequate nighttime residence; AND

Have a primary nighttime residence that is a supervised public or private shelter providing temporary accommodations (including welfare hotels, congregate shelters and transitional housing), or an institution providing temporary residence for individuals intended to be institutionalized, or a public or private place not ordinarily used as a sleeping accommodation for human beings.

6. Rent Burden: Families paying more than 50% of their income for rent and utilities for at least 90 days commencing before they were selected from the Waiting List and continuing through the verification of preference will receive this preference.

For purposes of this preference, “Family Income” is Gross Monthly Income as defined in the regulations.

“Rent” is defined as the actual amount due under a lease or occupancy agreement calculated on a monthly basis without regard to the amount actually paid, plus the monthly amount of tenant-supplied utilities which can be either:

a. MHA’s reasonable estimate of the cost of such utilities, using the Utility Allowance Schedule (see *Attachment G*); or

b. The average monthly payments the family actually made for these utilities in the most recent 12-month period, or if information is not obtainable for the entire period, the average of at least the past three months.

An applicant family may choose which method to use to calculate utilities expense. Any amounts paid to or on behalf of a family under any energy assistance program must be subtracted from the total rent burden if included in Family Income. The applicant must show that they actually paid the utility bills, regardless of whose name the service is under.

To qualify for the Rent Burden preference, the applicant must pay rent directly to the landlord or agent. If the applicant pays their share of rent to a cohabitant and is not named on the lease, MHA will require both verification from the Landlord that the applicant resides in the unit, and verification from the cohabitant of the amount of rent paid by the applicant. If the applicant is subletting, the sublessor must have the legal right to sublet.

Members of a cooperative are “renters” for the purposes of qualifying for the preference. In this case, “Rent” would mean the charges under the occupancy agreement.

7. Domestic Violence Survivors: When there is actual or threatened physical violence directed against the applicant or the applicant’s family by a spouse or other household member who lives in the unit with the family.

The actual or threatened violence must have occurred within the past *30 days*, be of a continuing nature, and be verified by law enforcement or a recognized agency. The applicant must reside in Marin County.

To qualify for this preference, the abuser must still reside in the unit from which the victim was displaced. The applicant must certify that the abuser will not reside with the applicant unless MHA gives prior written approval.

MHA will approve the return of the abuser to the household after eviction under the following conditions:

A counselor, therapist or other knowledgeable professional recommends in writing that the individual be allowed to reside with the family.

If the abuser returns to the family without approval of MHA, MHA will deny or terminate assistance for breach of the certification. MHA will take precautions to ensure that the new location of the family is concealed in cases of domestic abuse.

8. Involuntary Displacement

An applicant who lives in a violent neighborhood or is fearful of other violence outside the household is not considered involuntarily displaced. Those applicants who have been involuntarily displaced and are not living in standard, permanent replacement housing, or will be involuntarily displaced within no more than six months from the date of verification by MHA, automatically receive the local residency preference.

This preference only applies to Marin County residents, except for d. and e. below.

Families are considered to be involuntarily displaced if they are required to vacate housing as a result of:

- a. Disaster (fire, flood, earthquake, etc.) that has caused the unit to be uninhabitable.
- b. Government action (Federal, state or local) related to code enforcement, public improvement or development.
- c. Housing owner action that forces the applicant to involuntarily vacate their unit. This does not include evictions caused by the applicant due to lease violations, failure to pay rent, or unwillingness to pay increased rent. It also does not apply when the landlord is related to the tenant, or when a written rental agreement and evidence of regular rent payments do not exist.

For purposes of this definitional element, reasons for an applicant's having to vacate a housing unit include, but are not limited to:

Conversion of an applicant's housing unit to non-rental or non-residential use;

Closure of an applicant's housing unit for rehabilitation or non-residential use;

Notice to an applicant that s/he must vacate a unit because the owner wants the unit for the owner's personal or family use or occupancy;

Sale of a housing unit in which an applicant resides under an agreement that the unit must be vacant when possession is transferred; or

Any other legally authorized act that results, or will result, in the withdrawal by the owner of the unit or structure from the rental market.

d. Witness Protection to avoid reprisals because the family provided information on criminal activities to a law enforcement agency and, after a threat assessment, the law enforcement agency recommends rehousing the family to avoid or reduce risk of violence against the family. The family must be part of a Witness Protection Program or similar program. The family may reside in Marin, or if it is so determined that the safety of the family demands it, may be required to leave Marin and reside outside the County. MHA will take precautions to ensure that the new location of the family is concealed in cases of witness protection.

e. Hate crimes if a member of the family has been the victim of one or more hate crimes, including racial and ethnic harassment, and the applicant has vacated the unit because of the crime, or the fear of such a crime has destroyed the applicant's peaceful enjoyment of the unit.

A hate crime is actual or threatened physical violence or intimidation that is directed against a person or his property and is based on the person's race, color, religion, sex, national origin, disability or familial status including sexual orientation and occurred within the last 30 days or is of a continuing nature. (as defined in California Penal Code section 422.6) The family must be referred by a law enforcement agency.

f. Non-suitability of the unit when a member of the family has a mobility or other impairment that makes the person unable to use critical elements of the unit and the owner is not legally obligated to make changes to the unit.

Critical elements are: entry and egress of unit and building; a sleeping area; a full bathroom; or a kitchen if the person with a disability must do their own food preparation.

g. Due to HUD disposition of a multifamily project under Section 203 of the Housing and Community Development Amendments of 1978.

LOCAL PREFERENCE POINT SYSTEM

LOW RENT PUBLIC HOUSING PROGRAM

I. Marin County Residents Only
(maximum 75 points)

Involuntarily Displaced 75 points

II. Marin County Residents – Families, Elderly, or Disabled Individuals (Who are not Involuntarily Displaced)
(maximum 50 points)

Marin County resident 5 points

Non-elderly, non-disabled Family with minor child{ren} 25 points

(one or more adults with one or more child{ren})
Elderly/Disabled individual 25 points

Veteran 5 points

Homeless, or
Domestic Violence Victim, or 5 points

Substandard Housing, or
50% Rent Burden
Working family and those unable
To work because of age and disability 5 points

Graduate of transitional housing 10 points

III. Marin County Residents – Singles who are not Elderly or Disabled
(maximum 25 points)

Marin County resident 20 points

Veteran 5 points

IV. Out of County Residents

Veterans receive 5 points pursuant to state law preference. No other local preference will be accorded to an applicant who does not qualify as a Marin County resident. All pre-applications will be placed on the waiting list by date and time of application.

SECTION 8 SITE-BASED VOUCHER PROGRAM

The Site-Based Assistance Program is a component of MHA's Section 8 Housing Choice Voucher Program. MHA has been utilizing the site-based approach with its non-profit partners on a limited basis for several years. With the recent HUD changes to the regulations it was necessary to formalize the policy surrounding the issuance and use of the Site-Based Vouchers. The policy was reviewed by the RAB Committee, a group of non-profit housing providers and approved by the Board in May 2002. Marin will allocate up to 15% of its current voucher allocation for the site-based program. Marin will be using site-based vouchers only in partnership with other non-profit housing providers so that lower income households can be served. The goal of the program will be to expand the affordability of rental housing in Marin for very low-income families, maintain full utilization of allocated vouchers, prevent the concentration of poverty, and facilitate the affordability on the rental market in Marin County.

Section 8 Administrative Plan

Chapter 24

SITE – BASED ASSISTANCE PROGRAM

[24 CFR §983]

A. BACKGROUND

The Site-Based Assistance Program is a component of Marin Housing Authority's (MHA) Section 8 Housing Choice Voucher Program. The U.S. Department of Housing and Urban Development (HUD) allows public housing agencies to set-aside up to 20% of their total funding to public housing agencies under its Housing Choice Voucher Program's Annual Contributions Contract (ACC) for Site-Based assistance. Unlike tenant-based assistance where the rental subsidy is attached to the tenant, the rental subsidy in Site-Based assistance is attached to the unit or building.

B. PURPOSE

The purpose of the Site-Based Assistance Program is to: 1) expand the affordability of rental housing in the Marin County for very low-income families; 2) maintain full utilization of allocated vouchers; 3) prevent the concentration of poverty; and 4) facilitate the affordability of specific types of housing for special needs populations not available on the rental market in Marin County, such as units for families, frail and elderly, and the disabled. Marin Housing Authority, working in conjunction with non-profit housing and social service providers, may designate specific units for projects serving very low-income populations (many with special needs) with the assurance that the units remain affordable and accessible. In addition, many Site-Based housing programs offer the housing subsidy assistance in conjunction with an array of supportive services to assist families with special needs maintain permanent, stable housing.

C. MHA SUBMISSION OF PLAN TO HUD [24 CFR §983.3] [66 FR 3608]

When submitting its annual Agency Plan to the HUD field office, MHA will include the following information:

- the total number of units for which MHA is requesting approval to attach assistance;
- the number of budgeted voucher units;
- the number of budgeted voucher units that are available to be Site-Based (i.e., the Number of units that are not under a tenant-based or Site-Based Housing Assistance Payments (HAP) contract or otherwise committed);
- general locations;
- a statement on how project basing will be consistent with the MHA Agency Plan;
- assurance that the amount of assistance that is attached to units is within the amounts available under the ACC; and
- circumstances under which units may be appropriate in high poverty census tracts (refer to section D under this chapter).

MHA will not exceed 20% of its total funding available under its Housing Choice Voucher Program's Annual Contributions Contract (ACC) for Site-Based assistance.

D. ELIGIBLE PROJECTS [24 CFR §983.8, §983.724, §983.5 (b)] [66 FR 3607, 3608]

Type of Project

New Construction:

A project is a new construction project if the foundation work has not yet begun. Prior to beginning any construction work, an agreement must be executed between the project owner and MHA.

Rehabilitation:

A housing unit is a rehabilitation unit if it requires a minimum expenditure of \$1,000 per assisted unit (including the unit's prorated share of work to be accomplished on common areas or systems) to:

- comply with Housing Quality Standards (HQS);
- repair or replace major building systems or components in danger of failure within two years from the date of the initial MHA inspection;
- convert or merge units to provide housing for large families; or
- for up to seven percent of the units to be assisted, make accessible improvements to the property necessary to meet the requirements of Section 504 of the Rehabilitation Act of 1973 and the Fair housing Amendments Act of 1988.

Prior to beginning any rehabilitation work, an agreement must be executed between the project owner and MHA.

Existing:

A housing unit is an existing unit if at the time of the MHA written notice of selection of the project for Site-Based assistance, the unit requires no rehabilitation or no more than a maximum expenditure of \$1,000 per assisted unit (including the unit's prorated share of work to be accomplished on common areas or systems) to comply with HQS.

Types Of Properties/Dwellings

Eligible Types

Eligible types of properties/dwellings include:

- single family housing (1–4 family dwellings);
- multi-family structures;
- cooperatives;
- PHA owned properties (must be eligible and in compliance with policies and procedures);
- group homes; and
- assisted living facilities.

Assisted living facilities include residential care facilities, adult care facilities, and congregate care facilities and must be designed for residents who have the physical ability to live independently but need assistance with some activities of daily living, such as personal care, transportation, meals, laundry, medication monitoring, security, and housekeeping. A person residing in an assisted living unit must not require continual medical or nursing care (refer to other requirements in section N under this chapter).

There must be a single HAP contract for units in group homes with a separate lease for each person.

Ineligible Types

Ineligible types of properties/dwellings include:

- shared housing;
- nursing homes;
- facilities providing continuous psychiatric care, medical care, nursing services, board and
- care, or intermediate care;
- units occupied by the owner (except for cooperatives);
- units on the grounds of medical, penal, and mental institutions (private and public);
- college or other school dormitories;
- a manufactured home;
- units that are already being subsidized by any local or State rent subsidy;
- a Section 236 project (insured or noninsured);
- a unit subsidized with Section 236 or 521 rental assistance payments;
- a rural Development Administration Section 515 project;
- a Section 221 (d)(3) project;
- a project with a Section 202 loan;
- a Section 202 project for non-elderly persons with disabilities (Section 162 assistance) or
- supportive housing for the elderly;
- a Section 811 supportive housing for persons with disabilities;
- a Section 101 rent supplement project;
- a unit subsidized with tenant-based assistance under the HOME program;
- any unit with any other duplicative Federal, State, or local housing subsidy, as determined by HUD; and

- other units in accordance with 24 CFR 983.7.

Project Areas Must Not Be Impacted

In an effort to promote mixed-income neighborhoods and prevent the concentration of low-income housing, new Site-Based assistance agreements or HAP contracts entered into after January 16, 2001 must not be for units in census tracts with poverty rates of more than 20%.

With MHA discretion, as approved by HUD in the Agency Plan, an exception may be granted if the proposed project demonstrates consistency with the purpose of the Site-Based Assistance Program, notwithstanding SEMAP's deconcentration objectives by ensuring that no more than 50% of Section 8 subsidized families with children live within high-poverty census tracts.

Eligible Unit Design

Dwelling units must have a living room, a kitchen area, and a bathroom and must have at least one bedroom or living/sleeping area for each two persons.

Partially Assisted Buildings [66 FR 3606, 3608]

MHA may not provide Site-Based assistance for more than 25 percent of the units in any one building, except for:

- single-family dwellings (a building with 1–4 family dwellings);
- projects designated for elderly households; and/or
- projects designated for disabled households.

E. OWNER SELECTION [24 CFR §983.51] [66 FR 3608]

Soliciting Owner Applications

When it is determined that Site-Based assistance is available and MHA is interested in soliciting non-profit owners for Site-Based assistance, MHA will solicit applications by advertising in the "Marin Independent Journal" once a week for three continuous weeks in the month of January. In addition, MHA will mail announcements to MHA's mailing list for nonprofit housing and service organizations, which assist homeless persons, low-income families and individuals, persons with disabilities, and minority populations. The solicitation will:

- establish an application deadline;
- specify an estimate of the number of units MHA will assist in the solicitation round;
- specify that only those responding to the solicitation will be considered; and
- describe how a copy of the selection policy can be obtained .

Note: Marin Housing Authority may, at its discretion, establish a shorter solicitation period if it is determined that: 1) total requests to attach assistance to units exceeds or is close to exceeding the maximum allowable; and 2) it becomes necessary to rank

applicants.

Request For Applications (RFA)

The Request For Applications (RFA) packet will be made available to all interested parties. The packet will include: 1) a description of MHA's Site-Based Assistance Program; 3) the Application Questionnaire; and 4) the Application Narrative.

Application Questionnaire

The application questionnaire will include questions to verify project eligibility including, but not limited to: non-profit status, census tract of unit/building, dwelling type, proposed contract rent, and target population.

In addition, the questionnaire will determine the number of priority points, if any, the application will receive. A maximum of up to 40 priority points may be given to projects that: 1) expand low-

income rental housing through new construction or rehabilitation; 2) expand the affordability of rental housing for very low-income families who need family size units; 3) serve a special needs population and provide supportive services in conjunction with affordable rental housing; and/or 4) offer rental housing with an array of amenities.

Application Narrative

The application narrative will include three general sections; each section composed of one or more questions pertaining to the topic area. The three topic areas will be: 1) Executive Summary; 2) Property, Site, and Neighborhood; and 3) Demonstrated Capacity.

All applicants, regardless of project type (new construction, rehabilitation, or existing housing) will be required to Complete each section to the extent that it is relevant to their project.

Selection Policy

All applicants must submit a Completed application questionnaire, application narrative, and all required attachments for consideration of an award.

Eligibility

To be considered for an award, both the applicant and the project must meet minimum eligibility requirements, determined by the application questionnaire. Applications that are deemed eligible will be scored.

Scoring

Applicants will receive a score of up to 100 points for the application narrative. Applicants that are deemed eligible and score a minimum threshold score of 60 points on the application narrative will be considered for an award. All awards are contingent upon the availability of Site-Based vouchers.

In the event that total requests to attach assistance to units exceeds or is close to

exceeding the maximum allowable, MHA will rank applicants that receive a minimum score of 60 points on the application narrative.

Ranking

Ranking will be based on the score received in the priority points section of the application questionnaire. Applicants may receive up to a maximum of 40 priority points and will be awarded starting with the highest ranking application until all Site-Based assistance vouchers have been awarded.

Review Process

The review, verification, and scoring of applications will be conducted by MHA's Executive Director and one management staff who: 1) is familiar with the Administration Plan and Site-Based Assistance Program rules and regulations; 2) has prior experience reviewing development and rehabilitation proposals and/or documents; and 3) is knowledgeable about Marin's housing needs. MHA may request additional information or documentation as deemed necessary and will schedule a site visit to verify contents of the application. Applicants will receive written notification of the application outcome within 30 days from the submission of the Completed application. If the application was denied an award, the written notification will state the reason(s) for the denial.

If MHA or an entity substantially controlled by MHA submits an application, MHA will submit all owner responses to the advertisement to the HUD field office. The HUD field office will review owner applications and make the final selections based on the criteria in MHA's selection policy.

F. IN-PLACE FAMILIES [24 CFR §983.203(b)]

If the proposed unit to be assisted is occupied by an eligible family, and MHA selects the unit for Site-Based assistance, the family must be afforded the opportunity to lease that unit or another appropriately sized, Site-Based assisted unit in the same project without requiring the family to be placed on the waiting list. MHA will not enter into Housing Assistance Payments (HAP) contracts for units occupied by persons who are ineligible for participation in the program.

G. DISPLACEMENT, RELOCATION AND ACQUISITION [24 CFR §983.10]

If existing tenants are displaced due to rehabilitation, acquisition, or project-basing of existing units, the owner applicant must ensure that: 1) accommodations in accordance with 24 CFR 983.10 are made; and 2) relocation assistance is provided at the levels described in, and in accordance with the requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (URA) (42 U.S.C. 4201-4655) and implementing regulations at 49 CFR part 24 and other regulations in accordance with 983.10 (c).

H. AGREEMENT BETWEEN OWNER AND MARIN HOUSING [24 CFR §983.101, §983.102, §983.103] [66 FR 3606, 3608]

Owners must enter into an Agreement with MHA in the form of a Memorandum of Understanding (MOU). The MOU must be executed before the start of any new construction or rehabilitation projects, and before HAP contracts are executed for existing projects. The MOU between MHA and the owner may be for a term of up to 10

years, contingent upon the availability of appropriations and funding under MHA's ACC. MHA may approve an extension of the initial term, contingent upon the availability of appropriations and funding under MHA's ACC.

The MOU will include, but is not limited to:

- agreement that construction of the units will be in accordance with working drawings and specifications approved by the jurisdiction where the property is located;
- established initial contract rents;
- agreement that initial rents will not change except for allowable reasons;
- expected timeframe for the performance of work;
- agreement that after the completion of the construction or rehabilitation, the owner will furnish MHA with evidence of completion;
- establish that the owner must allow mobility and continued assistance of the voucher after one year;
- establish that the owner must comply with housing quality standards and annual inspections and maintenance;
- agreement that MHA is not responsible for tenant portion of rent, security deposits, or damage claims;
- agreement that MHA may terminate if no eligible family rents a vacant unit within 120 days (commencing on the first day of the month when the vacancy occurs);
- establish provisions for rent adjustments;
- agreement that MHA will continue to provide assistance for a unit that becomes vacant for up to 30 days (with a discretionary extension of up to 30 days, not to exceed a maximum of 60 total days) if the vacancy is not the fault of the owner and the owner has taken reasonable action to minimize the likelihood and extent of the vacancy;
- establish that owner selection will be based on the tenant selection process delineated in the application;
- agreement that the owner must lease assisted units to eligible families;
- agreement that families will be selected from the MHA waiting list;
- agreement that the owner's criteria for selection and written selection procedures will be consistent with the purpose of improving housing opportunities for very low-income families, and reasonably related to program eligibility and an applicant's ability to perform the lease obligations, and be in accordance with fair housing and other applicable laws and regulations;
- agreement that the owner provide MHA with copies of any termination of tenancy notifications;
- agreement that the owner will offer an accessible unit if one exists to families with one or more members with a disability requiring accessibility; and
- agreement that the owner will comply with all applicable Fair Housing, Equal Opportunity and other Local, State, and Federal laws and regulations.

Note: Before selecting a unit or executing an agreement, the owner applicant must submit evidence that the new construction and/or rehabilitation project has been approved by the jurisdiction where the property is located. Owners must submit the Certification of Occupancy for new construction projects and the building permit for rehabilitation projects.

I. INSPECTION AND MAINTENANCE [24 CFR §983.204] [66 FR 3607]

The same statutory inspection and maintenance requirements for units with tenant-based assistance applies to units attached to Site-Based assistance. Before and during the term of the assistance, units are inspected for and must be in compliance with housing quality standards (HQS) established by HUD (refer to chapter 10).

New construction and rehabilitation projects will be inspected before the execution of the MOU.

As in the tenant-based program, 100 percent of the Site-Based units will be inspected after the Request For Lease Approval (RFLA) has been submitted but before entering into the HAP contract and annually thereafter. MHA may not enter into contract for units that are not in full compliance with HQS.

J. ADMISSIONS PROCEDURES [24 CFR §983.203] [66 FR 3607]

Admission procedures for Site-Based assistance will be in accordance with the Administrative Plan (refer to chapters 3 and 4).

Eligibility

MHA will determine eligibility for participation in the Site-Based assistance program in accordance with HUD requirements and MHA's Administrative Plan for tenant-based assistance (refer to chapter 3).

All assisted units must be leased to eligible families. Leasing of units to ineligible tenants is a violation of the HAP contract and will result in the loss of the rental subsidy.

At least 75% of the families admitted to MHA's Housing Choice Voucher Program, including Site-Based and tenant-based assistance programs, must be families whose annual income does not exceed 30 percent of median income for the area as determined by HUD.

Selection from The Waiting List

Combined Waiting List

MHA will maintain a single combined waiting list for tenant-based and Site-Based assistance. When either Site-Based or tenant-based vouchers are available, families will be selected from the waiting list in accordance with the MHA waiting list policies and selection preferences delineated in the Administrative Plan (refer to chapter 4).

Applicants must be selected from the MHA waiting list. Owners may not select applicants from their own waiting lists. However, MHA will place families referred by an owner of Site-Based voucher units on its waiting list in accordance with the Administrative Plan's eligibility criteria and preference determined sequence for tenant-based assistance as long as the waiting list is open.

The owner is responsible for notifying MHA of vacant units and the appropriate family size. Applicants pulled in order from the waiting list, and who are of the appropriate family size and specifications for the unit, will be referred to the owner.

Owner Selection

Owners are responsible for the screening and selection of referred applicants. The procedures must be consistent with the purpose of improving housing opportunities for very low-income families, and reasonably related to program eligibility and an applicant's ability to perform the lease obligations. The selection policy must be in accordance with fair housing and other applicable laws and regulations. An owner must provide the applicant with written notification of the grounds for any rejection within 30 days of the decision.

If the applicant believes that the rejection was a result of unlawful discrimination, the family may file a discrimination complaint with the HUD field office, call Fair Housing of Marin, or exercise other rights provided by law.

Applicant Rejection Of Unit

MHA will not penalize applicants who reject an offer of a Site-Based unit or who are rejected by the owner of the housing.

Program Briefing

After the family has been selected to occupy a Site-Based unit, MHA must provide the family with information concerning the tenant rent and any applicable utility allowances and a copy of the lead hazard information pamphlet. The family will be given a Site-Based briefing, which will provide important information about the Site-Based assistance program.

K. HOUSING ASSISTANCE PAYMENTS (HAP) [24 CFR §983.151, §983.152 (b) §983.253, §983.254] [66 FR 3606, 3607, 3608, 3610]

Policies and procedures pertaining to Housing Assistance Payments (HAP) and Tenant Total Payment (TTP) calculations, verification procedures, Request For Lease Approval (RFLA) and contract execution, termination of HAP, termination of tenancy, and other guidance not delineated under this section will be in accordance with the tenant-based assistance program of the Administrative Plan (refer to chapters 6, 7, 9, 14, and 15).

HAP Term

The Housing Assistance Payments (HAP) contract between MHA and the landlord will be for a term as set forth in the Administrative Plan (refer to chapter 9, section C).

Rent Determination

Gross rents will be determined in accordance with Chapter 11 of the Administrative Plan.

Maximum gross rent exceptions apply to units allocated a low-income housing tax credit, but not located in a qualified census tract under the Internal Revenue Code of 1986 at 26 U.S.C. 42. The rents on these units may be established at the *higher* of either the: 1) maximum payment standard; or 2) rent charged for other tax credit units that

are located in the same development but do not have rental subsidy assistance attached.

For units that are owned by MHA or financed with a HUD insured multifamily mortgage, HUD must approve the initial rents.

For units assisted under the HOME program, rents are subject to requirements of the HOME program (24 CFR §92.252).

Assistance For Vacant Units

MHA may continue to provide assistance for a unit that becomes vacant for up to 30 days. However, the vacancy must not be the fault of the owner and the owner must have taken every reasonable action to minimize the likelihood and extent of the vacancy.

If MHA is unable to refer a reasonable number of applicants in a timely manner, and at its discretion, MHA may approve extended assistance for vacant units up to 30 additional days, not to exceed a maximum of 60 total days.

Reduction Of The Number Of HAP Units Covered By The Contract

For Section 8 project based contracts entered into after January 16, 2001, if no eligible family rents a vacant unit within 120 days (commencing on the first day of the month when the vacancy occurs), MHA may terminate its commitment to make any additional housing assistance payments for the unit for the balance of the HAP contract term.

For Section 8 project based contracts entered into before January 16, 2001, if no eligible family rents a vacant unit within 180 days (commencing on the first day of the month when the vacancy occurs), MHA may, on at least 30-days notice, reduce the number of the units covered under the HAP contract per HUD regulations 983.152. The reduced units may be restored if it is justified by demand and the owner has a record of compliance with obligations under the HAP contract and contract authority is available.

Annual Adjustment Of Rent To Owner

For HAP contracts entered into after January 16, 2001, adjustments of rent is allowable during the contract term as long as the adjusted rents are reasonable in comparison with rents charged for comparable unassisted units in the private market.

For HAP contracts entered into before January 16, 2001, the policy will be in accordance with the tenant-based policy delineated in the Administrative Plan for annual adjustment of rent to owner (refer to chapter 11, section G).

L. OVERCROWDED AND UNDEROCCUPIED UNITS [24 CFR §983.205]

Housing assistance payments may not be terminated based on a determination that a contract unit is: 1) not decent, safe, and sanitary due to an increase in family size that causes the unit to be overcrowded; or 2) larger than appropriate for the family size.

If available, the owner must offer the family a suitable alternative unit within the families ability to pay the rent and the family will be required to move to that unit. If a suitable unit is not available, MHA will offer tenant-based Section 8 assistance or otherwise assist the family in locating another suitable unit within the jurisdiction.

The family may not be forced to move, nor shall housing assistance payments under the HAP contract be terminated for overcrowded and under-occupied units, without good reason, unless the family rejects, without good reason, the offer of a unit that MHA judges to be acceptable.

M. FAMILY CHOICE TO MOVE [66 FR 3606]

The HAP contract must allow a family to move-out of the assisted unit after 12 months.

If a family moves out of a Site-Based unit at any time after the first year of assisted occupancy, the MHA must offer the family available tenant-based rental assistance, either under the Housing Choice Voucher Program or other comparable tenant based assistance.

If no such assistance is available, MHA must give the family priority to receive the next available tenant-base assistance voucher that is not under funding allocations targeted by HUD for special purposes.

N. OTHER TENANT PAYMENTS TO OWNER [24 CFR §983.262]

The cost of meals or supportive services may not be included in the rent to the owner, and the value of meals or supportive services may not be included in the calculation of reasonable rent.

The lease may not require the tenant or family members to pay charges for meals or supportive services. Non-payment of such charges is not grounds for the termination of tenancy.

The owner may not charge extra payment from the tenant for items customarily included in the rent in the area or provided at no additional cost to the unsubsidized tenants on the premises.

O. FEDERAL REQUIREMENTS [24 CFR §983.11]

Participation in this program requires compliance with the Equal Opportunity requirements specified in 24 CFR 982.53 [including Section 504 of the Rehabilitation Act of 1973 (24 CFR part 8) and the Fair Housing Amendments Act of 1988 (24 CFR part 100)] and subject to HUD environmental regulations at 24 CFR part 58, and other Federal requirements delineated at CFR 983.11(c).

ORGANIZATION CHART

MHA's management and organization structure is set forth in the agency organizational chart that follows.

VOLUNTARY CONVERSION

Pursuant to the *Federal Register* 66 FR 4476 on “Voluntary Conversion of Developments from Public Housing Stock; Required Initial Assessments,” MHA reviewed the implications of converting Marin City public housing to tenant-based assistance. We addressed five questions regarding voluntary conversion as part of this Agency Plan. These responses are followed by the required initial assessment for Marin City, which concludes that it is not practical nor financially feasible to convert Marin city to tenant-based assistance at this time.

COMPONENT 10 (B) VOLUNTARY CONVERSION INITIAL ASSESSMENTS

- a. How many of the PHA’s developments are subject to the Required Initial Assessments?

One

- b. How many of the PHA’s developments are not subject to the Required Initial Assessments based on exemptions (e.g., elderly and/or disabled developments not general occupancy projects)?

Five

- c. How many Assessments were conducted for the PHA’s covered developments?

One.

- d. Identify PHA developments that may be appropriate for conversion based on the Required Initial Assessments: N/A

Development Name	Number of Units
None	

- e. If the PHA has not Completed the Required Initial Assessments, describe the status of these assessments.

COMPONENT 10 (B) VOLUNTARY CONVERSION INITIAL ASSESSMENTS

VOLUNTARY CONVERSION OF DEVELOPMENTS FROM PUBLIC HOUSING STOCK
FOR MARIN HOUSING

VOLUNTARY CONVERSION INITIAL ASSESSMENT

INTRODUCTION

The purpose of this report is to meet the HUD requirement for a “common sense” analysis of properties to see if it is financially beneficial to convert to Section 8 Housing Choice Vouchers or to remain public housing. The assessment, required by HUD in the Final Rule published on June 22, 2001, is non-binding. This means that the Authority is not bound to convert and can reevaluate the property at another time.

Only general occupancy properties must be assessed; housing for elderly and disabled is exempt. For this reason, only the Marin City High-Rise and Low Rise buildings will be affected by the Voluntary Conversion Assessment requirement.

HUD has determined that conversion is appropriate when

- tenant-based assistance is not more expensive than public housing program subsidies

- it principally benefits the community and residents

- it does not adversely affect the availability of affordable housing in the area

Marin Housing has assessed the Marin City developments and determined that converting to tenant-based assistance is more expensive than public housing so is not appropriate. Because of the high area Fair Market Rent (FMR) levels and Voucher Payment Standards, operating costs for Section 8 tenant-based assistance would be higher than that of public housing. In addition, if Marin City converted to tenant-based assistance, Marin Housing would be burdened with not only the task of locating funds to repay HUD loans for modernization, but also the loss of public housing funds that could be used for future modernization needs. As Section 8 units, Marin City would not be eligible for HUD funds through the Capital Fund.

BACKGROUND

HUD requires that the assessment take into account the following factors:

- Modernization needs and costs

- Operations costs, such as staff, maintenance and trash/utilities and other routine costs

- Current subsidy received for units

Marin Housing must compare those costs with the average Housing Assistance

Payment (HAP) and/or current Voucher Payment Standard per bedroom size. Marin Housing must also assess whether it gets discount benefits as a public agency (for example, discounted trash service, taxes, etc.) In addition, the housing authority must evaluate what converting to tenant-based assistance will do to the availability of affordable housing in the area.

These factors have been reviewed using current Marin Housing expenses for Public Housing and the Voucher Program. Much of the analysis, an initial estimate, is based on a methodology suggested by HUD in the Proposed Rule for Voluntary Conversion of Developments from Public Housing Stock on July 23, 1999.¹ Marin Housing found:

Table 1: Operating Costs

	Monthly Costs	Total Annual Costs
Operating cost per public housing unit*	\$484	\$1,742,400
Cost per Section 8 unit if Marin City converts (using current average HAP)	\$951	\$3,423,600
Cost per Section 8 unit if Marin City converts (using unit-weighted Voucher Payment Standard)	\$1,863	\$6,501,600

Table 2: Income

	Monthly Income	Total Annual Income
Income per public housing unit**	\$486	\$1,749,600
Income per Section 8 unit if Marin City converts (using current operating receipts)*	\$1,204	\$4,334,400
Income per Section 8 unit if Marin City converts (using unit-weighted Fair Market Rent)	\$1,966	\$7,077,600

*Taken from Marin Housing Consolidated Low-Rent Operating Budget

~Includes current HUD subsidy

*Includes Average HAP and Administrative fee

The tables above show that conversion would be more costly to HUD to administer and tenant-based assistance would be much higher than current public housing costs.

ANALYSIS

The following is a more detailed discussion of the factors considered in this assessment.

MODERNIZATION NEEDS

MHA's Capital Fund Program Five-Year Action Plan shows that the total modernization need for Marin City is \$2,255,750. MHA anticipates having additional costs associated with the architectural and engineering services, permit fees, and the staff costs to administer the modernization program. MHA has borrowed \$2.9 million against future Capital Funds through the year 2012. This amount represents 25% of the total Capital Fund, and 100% of Marin City's needs.

One of the unknown factors in conducting this analysis is whether HUD would

require the immediate payment of the loan upon conversion to tenant-based assistance. MHA does not have adequate funds in reserve to pay a debt of this magnitude all at once. Although MHA might be able to negotiate a repayment agreement with HUD, the ultimate decision rests with HUD.

Modernization is currently in progress at Marin City. Approximately 42 units are off-line for repairs and are scheduled for completion by December 31, 2002. The modernization needs must be met if the properties are to meet the minimum Housing Quality Standards (HQS) for the Section 8 tenant-based program. Thus modernization is a major factor in determining the future of Marin City.

FAIR MARKET RENT (FMR) LEVELS AND PAYMENT STANDARDS

The current fair market levels for the San Francisco PMSA (of which Marin County is a part) are as follows:

Bedroom size	Payment Standard	FMR
0	\$980	\$1,067
1	\$1,269	\$1,382
2	\$1,605	\$1,747
3	\$2,201	\$2,396
4	\$2,330	\$2,536

Marin Housing's Voucher Payment Standards are approximately 91% of the area Fair Market Rent. The Housing Authority expects to increase payment standards in October 2002, which will increase the maximum amount of assistance that a Section 8 participant can receive. The extremely high fair market rents in this county also affect the appropriateness of conversion to tenant-based assistance.

OPERATING COSTS

A key factor in the appropriateness of voluntary conversion is determining if the conversion will be more expensive than continuing to operate the development (or a portion of it) as public housing.

The following detailed calculations are a comparison of the costs per unit associated with public housing and the Section 8 program. As mentioned previously, the calculations are based on the cost test laid out in the Proposed Rule on Voluntary Conversion of July 23, 1999, and as such, are subject to change. The calculations are meant to be an initial, estimated comparison. Because the calculations in the HUD cost test are based on unit-weighted

averages, the totals for Payment Standards and Fair Market Rents in Tables 1 and 2 differ slightly from those of Table 3 (by approximately \$300).

Table 3: Comparison by Building Type

Marin City Low Rise Buildings (Row House)									
Bed-room size	# of Units	Payment Standard	Potential Monthly HA Subsidy	Annualized HA Subsidy	Total Development Cost for unit size	2 Total Development Cost for Complex	Fair Market Rent	Potential Rents	Annualized Potential Rents
121	\$1,269	\$26,649	\$319,788	\$128,730	\$2,703,330	\$1,382	\$29,022	\$348,264	
310	\$2,201	\$224,502	\$2,694,024	\$203,013	\$20,707,326	\$2,396	\$244,392	\$2,932,704	
49	\$2,330	\$20,970	\$251,640	\$239,574	\$2,156,166	\$2,536	\$22,824	\$273,888	
132	\$272,121	\$3,265,452	\$25,566,822	\$296,238	\$3,554,856				
Potential Monthly HA Subsidy			Total # of Units Annualized HA Subsidy		Average S8 HAP				
132	\$951	\$125,532	\$1,506,384						
Marin City High Rise Buildings (Walkup)									

Note Regarding Administrative Fees

HUD pays administrative fees to a PHA administering Section 8. For the County of Marin the current administrative fee for HA-owned units is \$29.34. It should be noted that this amount is considerably less than the administrative fee for units that are not HA-owned.

HUD may also approve additional fees in certain situations. As indicated in the Notice of Annual Factors for Determining Public Housing Agency Ongoing Administrative Fees, issued April 15, 2002 in the Federal Register, housing conversion actions present such a situation:

When a PHA receives a special allocation of voucher funding from HUD for a housing conversion action, the PHA will receive a fee. The amount of the fee is \$250 per unit for the total number of occupied units covered by the housing conversion actions; preservation prepayments; project-based opt-outs; HUD enforcement actions, or HUD property disposition.

Other voucher conversions actions, such as public housing replacements or Section 8 moderate rehabilitation contract expirations, are not eligible for the fee for the housing conversion action.

This additional fee has not been factored into the calculations shown below.

Calculations

Total Marin City Units	300
3	\$2,255,750
Modernization Costs per unit	\$7,519
Unit-Weighted Total Development Cost	\$160,106

Current Per Unit Monthly Occupied Costs of Public Housing (Net Present Value)

4	\$484
Amortized Modernization Costs	\$25
Estimated Accrual Cost	\$171
Total Per Unit Public Housing Costs	\$680

Per Unit Monthly Occupied Costs of Public Housing (New Budget Authority)

Operating Cost per unit	\$484
Modernization Cost	\$31
Estimated Accrual Cost	\$171
Total Per Unit Public Housing Costs	\$686

Current Per Unit Monthly Occupied Costs of Section 8 (using Payment Standard)

Unit-Weighted Payment Standard	\$1,806
Administrative Fee	\$29

Total Per Unit Section 8 Costs \$1,835

Current Per Unit Monthly Occupied Costs of Section 8 (using FMR)

Unit-Weighted Fair Market Rents	\$1,966
Administrative Fee	\$29
Total Per Unit Section 8 Costs	\$1,995

Using this method of cost analysis, it becomes evident that conversion is not appropriate due to the fact that unit costs for the Section 8 program are significantly higher than for public housing.

UTILITIES

Utility companies sometimes offer lower rates to income-eligible customers. For example, CARE (California Alternate Rates for Energy) is Pacific Gas and Electric Company's discount program for low-income households and housing facilities.

CARE provides a 20 percent discount on monthly Pacific Gas and Electric Company bills and ensures that its CARE customers are not affected by [HYPERLINK "http://www.pge.com/001_res_svc/exemption_guide.shtml"](http://www.pge.com/001_res_svc/exemption_guide.shtml) recent surcharges. The CARE program also assists certain agencies:

■ Qualified Nonprofit Group Living Facilities: Group living facilities, homeless shelters, hospices and women's shelters may qualify for CARE if the facility is federally tax exempt and all of the facility occupants meet the income requirements.

■ 5

According to these requirements, it does not appear that converted units would be eligible for assistance through the CARE program.

Marin Housing currently pays all utilities in Marin City units; it does not appear that conversion would affect rates.

EFFECTS ON AVAILABILITY OF AFFORDABLE HOUSING

Marin Housing will assume that most or all of the current residents would remain in the property if converted to tenant-based assistance. In the short term, there would be minimal effect on the availability of affordable housing in the area. Over time, however, the units could be sold or lost to the affordable housing market because Marin City would no longer be public housing.

CONCLUSION

Based on the review of the factors above—modernization needs and debt, FMR levels and Voucher Payment Standards, operating costs, utilities, and effects on the affordable housing market—Marin Housing has determined that it is not financially feasible to convert Marin City to tenant-based assistance at this time.

SECTION 8 HOME OWNERSHIP ASSISTANCE PROGRAM

The Home Ownership assistance program will open opportunities for some Section 8 voucher recipients to purchase a home using Section 8 housing assistance payments. Prior to the finalization of this policy, MHA staff met with Fannie Mae and various lenders in the county to formulate a program that would work in Marin County. Fannie Mae has developed a new lending program that is directed at Homeownership and two lending agencies in Marin County will work with MHA to establish this program. Even though it is anticipated that only a small number of participants will be able to utilize this program, it may be the only way that these Marin County residents will be able to own a home. This final policy was reviewed by the RAB Committee and approved by the MHA Board.

SECTION 8 ADMINISTRATIVE PLAN

CHAPTER 22

SECTION 8 HOME OWNERSHIP

INTRODUCTION

The Section 8 Home Ownership Program of the Housing Authority of the County of Marin (MHA) permits eligible participants who are in the Section 8 Housing Choice Voucher Program the option of purchasing a home with their Section 8 assistance rather than renting. The home ownership option is limited to 1% of the total Voucher Program allocation in any calendar year. This limit does not apply to disabled families. If applications exceed the 1% of the total Voucher Program allocation per year, participants in the Family Self-Sufficiency (FSS) program shall receive a priority for participation in the Home Ownership Program.

Eligible applicants for the Section 8 Home Ownership Program must have been on the program for one full year. They may not owe MHA or any other Housing Authority any money.

Section 8 home ownership assistance may be used to purchase the following type of homes: new or existing single-family units, condominiums, planned use developments, cooperatives, live/work units, mobile homes or manufactured homes. MHA will permit portability of the Section 8 home ownership assistance to another jurisdiction, provided the receiving jurisdiction operates a Section 8 Home Ownership Program for which the Section 8 home ownership applicant qualifies.

FAMILY ELIGIBILITY REQUIREMENTS

Participation in the Section 8 Home Ownership Program is voluntary. Each participant must:

- have met the general requirements for admission to the Section 8 Housing Choice Voucher Program and
- be in good standing within the Section 8 Housing Choice Voucher Program, and
- have fully repaid any outstanding debt owed to MHA or any other Housing Authority, and
- have been on the Section 8 Housing Choice Voucher Program for one year, and
- be a first-time homeowner or have a member of the household who is a person with disabilities, and
- not have any member of the household who has a present ownership interest in a residence at the commencement of the ownership assistance.
- meet the requisite employment criteria, with the exception of elderly and disabled households, and
- not defaulted on a mortgage securing debt to purchase a home under any home ownership option.

CLARIFICATION OF ELIGIBILITY REQUIREMENTS

- a. First time homeowner – A first-time homeowner means that no member of the household has had an ownership interest in any residence during the three years preceding commencement of home ownership assistance. However, a single parent who, while married, owned a home with a prior spouse is considered a first-time homeowner for purposes of the Section 8 Home Ownership Program. The right to purchase title to a residence under a lease-purchase agreement is not considered an ownership interest.
- b. Minimum income requirement – At the time the family begins receiving homeownership assistance, the head of household, spouse, and/or other adult household members who will own the home must have a gross annual income at the time of the application of twice the current payment standard for the Voucher that they hold. With the exception of elderly and disabled families, welfare assistance income will be disregarded. Types of income that are accepted are:
 - i. SSI
 - ii. TANF
 - iii. General Assistance
 - iv. Other welfare assistance specified by HUD
- c. Employment History – With the exception of disabled and elderly households, each family must demonstrate that one or more adult members of the family who will own the home at the commencement of home ownership assistance is employed full-time (an average of not less than 30 hours per week) and has been so continuously employed for one year prior to execution of the sales agreement.
- d. Completion of Initial Lease Term – A period of not less than 12 months continual eligibility under the Section 8 Program must have been Completed. Applicants for Section 8 and new participants are not eligible to apply for nor participate in the Section 8 Home Ownership Program.
- e. Repayment of any Housing Authority Debt – Participants in the Section 8 Housing Choice Voucher Program shall be ineligible for participation in the Section 8 Home Ownership Program if any debt or portion of a debt remains owned to MHA or any other Housing Authority.
- f. Additional Eligibility Factors
 - i. Elderly and Disabled Households – are exempt from the employment requirement. In the case of an elderly or disabled household MHA will consider income from all sources, including welfare assistance in evaluating whether the household meets the minimum income required to purchase a home through the Section 8 Home Ownership Program.
 - ii. Preference for Participation in FSS Program – applicants for the Section 8 Home Ownership Program are not eligible to participate in the MHA's FSS program. However, in the event the applications for ownership assistance exceed 1% of MHA's total voucher program in any fiscal year, FSS participation shall have a preference.
 - iii. Have 3% of the purchase price for the down payment of at least 1% of purchase price comes from family's personal resources..

FAMILY PARTICIPATION REQUIREMENTS

Once a family is determined to be eligible to participate in the Section 8 Home Ownership Program, they must comply with the following requirement:

Home Ownership Counseling Program.- A family's participation is conditioned on the family attending and successfully completing a home ownership and housing counseling program approved by MHA prior to the beginning of the home ownership assistance.

Home Ownership Eligibility Interview - Prior to the actual purchase of the home, the family must meet with MHA staff for an interview. This interview will consist of a review of the financial ability

of the family to purchase a home. This will include proof of the ability to secure 10% of the expected purchase price of the home which will be used for the down payment and closing costs of the home. The family will receive an approved price guideline for the location of a home. (See attachment C)

LOCATING A HOME

Upon approval by MHA that the family is eligible for the Homeownership Program, they will have 180 days to locate a home to purchase. A home shall be considered purchased following the escrow closing. For good cause, MHA may extend the time limit for the family to locate a home in additional 30-day increments.

If a participant family is unable to locate a home within the time approved by MHA, their Section 8 rental assistance through the Section 8 Housing Choice Voucher Program will continue on a rental unit.

TYPE OF ELIGIBLE HOME

- A new or existing home
- A single-family home
- A condominium
- A home in a planned use development
- A cooperative
- A loft
- A live/work unit
- A manufactured home
- Townhouse
- Mobile Home & Pad
- Floating Home and Berth

The home must already exist or be under construction and scheduled for completion prior to the expiration of the 180 day search time.

PURCHASING A HOME OUTSIDE OF MHA'S JURISDICTION

The family may purchase a home in a jurisdiction other than MHA's provided the receiving jurisdiction operates a Section 8 Home Ownership Program and that the family meets the qualification for participation in the receiving jurisdiction's Section 8 Home Ownership Program.

PURCHASING A HOME

Once a home is located and a sales agreement is approved by MHA and signed by the family, the family shall have up to three months to finalize the purchase of the home. In the case of a documented hardship the family may request an extension of this requirement.

If the family is unable to purchase the home, the family shall continue their participation on the Section 8 Housing Choice Voucher Program.

LEASE-PURCHASE

A family may enter into a lease-purchase agreement while receiving assistance under the Section 8 Housing Choice Voucher Program. All requirements of the Section 8 Housing Choice Voucher Program apply to the lease-purchase agreement, except that the family may pay an extra amount out of pocket to the owner for a home ownership premium. A home ownership premium is defined as an increment of value attributable to the value of the lease-purchase right or agreement.

SALES AGREEMENT

Once the family has located a funding agent they should submit the proposed terms to MHA for a final approval of the financing terms. The family must be provided a copy of these terms to MHA. The sales agreement must provide for the following:

- *Inspections by MHA which state that the purchaser is not obligated to purchase unless this inspection is Completed to the satisfaction of MHA.*
- *That the purchaser is not obligated to pay for any necessary repairs without approval by MHA.*
- *That the purchaser is not obligated to purchase if the mortgage financing terms are not approved by MHA.*
- *MHA checks to insure that the seller is not debarred, suspended or subject to a limited denial of participation under 24 CFR part 24.*

INDEPENDENT INITIAL INSPECTION

To assure the home complies with the housing quality standards of the Section 8 program an inspection of the proposed home must be conducted by the Section 8 inspector to insure that it meets housing quality standards. If the home is approved by the Section 8 inspector it will be necessary to have an independent inspection of existing homes covering major building systems also must be Completed by a professional selected by the family and approved by MHA. MHA does not pay for the independent inspection. The independent inspection report must be provided to MHA who may disapprove the unit due to information contained in the report or for failure to meet federal housing quality standards.

FINANCING REQUIREMENTS

The proposed financing terms must be submitted to and approved by MHA prior to close of escrow. MHA shall determine the affordability of the family's proposed financing. In making such a determination MHA will take into account the following:

- *Other family expenses*
- *Certain types of financing*
- *Seller-financing mortgages will be considered on a case by case basis,*
- *Loan must be FHA-insured or insured through private mortgage insurers or terms consistent with HUD/FHA,*

COMPLIANCE WITH FAMILY OBLIGATIONS

The family must agree, in writing, to comply with all family obligations under the Section 8 program and the MHA home ownership policies. These obligations include:

- *Attending ongoing home ownership counseling, as required,*
- *Complying with the mortgage terms,*
- *Not selling or transferring the home to anyone other than a member of the assisted family who resides in the home,*
- *Not refinancing or adding debt secured by the home without the prior approval of MHA,*
- *Not obtaining a present ownership interest in another residence while receiving home ownership assistance,*
- *Supplying all required information to MHA,*
- *The family may not sublease the home,*
- *If the family composition changes they must notify MHA within 10 days.*

In addition to the above the family must sign the Section 8 Home Ownership Obligations form.

AMOUNT OF ASSISTANCE

The amount of the monthly assistance payment will be based on:

The monthly homeownership expense – which includes:

- i. principal and interest on the initial mortgage and any mortgage insurance premium incurred to

- finance the purchase and any refinancing of such debt,
- ii. real estate taxes and public assessments,
- iii. homeowner's insurance,
- iv. approved major maintenance expenses,
- v. approved cost of major repairs and replacements,
- vi. utility allowance,
- vii. principal and interest on mortgage debt incurred to finance major repairs,
- viii. approved major replacements or improvements for home including changes needed to make the home accessible,
- ix. homeowner association dues,

The Home Ownership HAP will equal the lower of 1) the payment standard minus the TTP, or 2) monthly Home Ownership expenses minus the TTP.

1. Determining the payment standard – the voucher payment standard is the fixed amount the MHA establishes as the “fair market” rent for a unit of a particular size. In the Home Ownership Program, the initial payment standard will be the lower of either the payment standard for which the family is eligible based on family size, or the payment standard which is applicable to the size of the home the family wishes to purchase. the payment standard for subsequent years will be based on the higher of the payment standard in effect at commencement of the home ownership assistance or the payment standard in effect at the most recent regular reexamination of the family's size and income. The initial payment standard shall not be adjusted even if there is a subsequent decrease in family size.

MHA will request HUD approval of a higher payment standard, up to 120% of the published fair market rent limit, where warranted as a reasonable accommodation for a family that includes a person with disability.

2. Determining the Total Family Contribution - Total Family Contribution (TFC) is that portion of the home ownership expense that the family must pay. It is generally 30% of the family's adjusted income, plus any gap between the payment standard and the actual housing cost. All family income including public assistance will be counted to determine the family's adjusted monthly income for purposes of determining the amount of assistance.

PAYMENT OF THE HAP TO THE FAMILY OR LENDER

MHA will provide the lender with notice of the amount of the housing assistance payment prior to close of escrow and will pay the contribution directly to the family, unless otherwise required by the lender. The family will be responsible to submit the entire mortgage payment to the lender unless the lender and the participant provide a written agreement to MHA that requests that the payment be made directly to the lender.

TERMINATION OF SECTION 8 HOME OWNERSHIP ASSISTANCE

1. Grounds for termination of Home Ownership assistance include:

g. Failure to comply with family obligations under the Section 8 Housing Choice ***Voucher Program or MHA's Home Ownership Policies.***

The family defaults on the mortgage.

The family moves out of the home.

The family assistance payment is determined to be \$0.00 for a period of six (6) consecutive months.

The Maximum term of the Home Ownership assistance expires,

Family may receive assistance for a maximum of ten (10) years unless the term of the loan is twenty (20) years term of assistance is fifteen (15) years from the date the escrow closes.

ii. These maximum terms do not apply to disabled and elderly families.

2. Procedure for termination of Home Ownership Assistance – shall be the same as those set forth for tenancies, as set for in Chapter 19 of this Plan.

RECAPTURE OF HOME OWNERSHIP ASSISTANCE PAYMENTS

In certain circumstances the home ownership assistance payments provided to the family are subject to total or partial recapture upon the sale or refinancing of the home. Sales proceeds that are used by the family to purchase a new home with Section 8 home ownership assistance are not subject to recapture. Families that refinance to take advantage of better terms are not subject to recapture. Only cash-out proceeds from refinancing and sales proceeds not used to purchase a new home with Section 8 home ownership assistance are subject to recapture. Further, the amount of the home ownership assistance subject to recapture shall be reduced in annual increments of 10% beginning one year from the purchase date. At the end of 10 years the amount of home ownership assistance, or make repairs or improvements, subject to recapture will be zero.

CONTINUED PARTICIPATION IN SECTION 8 HOUSING CHOICE VOUCHER PROGRAM

- If the family defaults on a FHA – insured mortgage MHA may permit the family to move with continued Section 8 housing choice rental assistance if the family demonstrates that it has conveyed title to the home to HUD or its designee, and moved from the home within a period established or approved by HUD.
- I. If the family defaults on a non-FHA-insured mortgage – MHA may permit the family to move with continued Section 8 housing choice rental assistance if the family demonstrates that it has conveyed title to the home to the lender, or to MHA and moved from the home within the period established or approved by the lender and /or MHA.

MHA ADMINISTRATIVE FEE

For each month that home ownership assistance is paid by MHA on behalf of the family, MHA shall be paid the ongoing administrative fee described in 24 CFR § 982.152(b).

WAIVER OR MODIFICATION OF HOME OWNERSHIP POLICIES

The Executive Director of MHA shall have the discretion to waive or modify any provision of the Section 8 Home Ownership Program or policies not governed by statute or regulation for good cause or to comply with changes in HUD regulations or directives.

1. Maximize Affordable Housing Options	
Fully Utilize Section 8 Voucher and Public Housing Programs	The Section 8 Housing Voucher Choice Program is at 100% lease-up.
Preserve Existing Affordable Housing Stock	<p>100% of Section 8 units were inspected to meet quality standards.</p> <p>Marin City Concrete Work – The first two buildings were Completed in February 2002 and residents relocated. Buildings 69 and 79 are being Completed and the residents are expected to be relocated back and all vacancies filled by January 2003.</p> <p>\$173,500 in CDBG funding was secured for the 2002-2003 residential rehabilitation program. 18 Loans made, totaling \$442,500.</p>
Prevent Homelessness	<p>MHA provided loans and security deposit guarantees to 178 families through the Rental Deposit Guarantee Program. (1/01/01-6/30/01) Through the Rebate to Marin Renters program, shallow rent subsidies were provided to 62 elderly and disabled households. 89 formerly homeless mentally ill individuals received supportive services through the Shelter Plus Care Program.</p> <p>Section 8 housing assistance was provided to 134 new households from 7/1/01 to 6/30/02. 98 persons with HIV/AIDS received HOPWA rental assistance.</p> <p>Secured stated funding to provide supportive services to 300 tenants who will receive case management services.</p>
Promote Homeownership Opportunities	<p>Maintained portfolio of 304 Below Market Rate homes; 19 new first-time homebuyers were added 7/1/01 to 6/30/02..</p> <p>Provided technical assistance to 3 developers regarding affordable ownership housing.</p> <p>The Section 8 Homeownership Program's policy was adopted by the Board of Commissioners In May 2002.</p> <p>Additional tax exempt bond allocations were received from CDLAC in July of 2002.</p> <p>19 MCCs were issued to first-time homebuyers in conjunction with home purchase, representing \$691,000 in tax credits and \$3.8 million in mortgage loans.</p>
Increase Access to Housing Opportunities by Increasing Tenant Incomes	<p>The Family Self-Sufficiency Program (and Fatherhood Program) provided services to 44 Marin City Public Housing residents and 127 Section 8 participants.</p> <p>23 new families started escrow accounts bring the total to 79 accounts as of 7/01/02.</p>

2. Enhance Services to Clients

<p>Demystify Services Through Enhanced Communication</p>	<p>The Housing Assistline responded to 1980 calls and inquires.</p> <p>There have been 23 Section 8 briefings between 7/1/01 to 6/30/02. 398 families received vouchers with 314 of them finding housing, 64 of that group are still actively seeking housing with only 21 families not finding housing before the certificate expired.</p> <p>Ten monthly newsletters that provides program updates, interesting facts, and program successes were distributed to Section 8 owners.</p> <p>All Marin County local jurisdictions received a report on the housing services provided by Marin Housing in their respective jurisdictions.</p> <p>MHA has had 12 meeting with Marin City residents on maintenance and operations that affect the residents. There have been 2 meetings on the concrete work in Marin City, 2 meetings with the MCRMC, 3 meetings around the Fatherhood Program, and 2 meetings of the Drug Elimination Committee.</p> <p>There have been two County-wide Senior/Disabled meetings through 6/30/02 that have provided residents with opportunity to discuss capital improvements, safety and security issues, maintenance issues and condition of the premises. A third meeting is planned for late fall.</p> <p>Each of the 5 senior/disabled complexes have monthly office hours.</p>
<p>Implement, Monitor and Improve Client Feedback</p>	<p>Six surveys to obtain client feedback were implemented: Marin City maintenance service; home rehab construction; new Section 8 landlords; Senior/Disabled Projects; FSS participants; and Shelter Plus Care Participants.</p> <p>MHA meets monthly with the MCRMC/residents for informational exchange.</p> <p>PHDEP and HUD Resident Satisfaction Surveys will be Completed on schedule.</p> <p>MHA's central office and the Marin City Public Housing project have client suggestion boxes.</p>

3. Continue to Build Collaborations	
<i>Build Collaborations with Other Agencies, Local Jurisdictions and the Private Sector</i>	<p>The Owner Liaison position was refocused to emphasize marketing and public relations.</p> <p>With the engagement of the Housing Strategist funded by the County and MCF, MHA and the County Departments of Health & Human Services and Community Development have established an ongoing working relationship to develop an affordable housing strategy in Marin. A work plan has been presented to the Board of Supervisors.</p> <p>MHA and the County Department of H&HS have together secured funding for 60 CalWorks families. All 60 families have found housing. The agencies are currently applying for 60 additional welfare to work vouchers.</p> <p>The Public Housing Drug Elimination Program (PHDEP) collaborative convenes regularly with all goals on target. Marin Housing will be working with a phase-out planned adopted by the collaboration.</p> <p>MHA senior staff attend and play a leadership role in the Marin Continuum of Housing & Services meetings. One of the Senior staff is the vice president of the Continuum.</p>

4. Streamline Procedures	
Streamline External Procedures	<p>Marin Housing is exploring ways to utilize the current technology to enhance the efficiency of the agencies operations. In house information exchange will be through the computer. Information from HUD and other organizations will be gathered from the internet and make available to staff on the computer. All employees with computers will have internal e-mail and the agency continues to explore the uses of computer technology to communicate with and transmit contract and amendment changes with owners and landlords</p> <p>The Owner Liaison position was re-focused to emphasize marketing to new owner and public relations in an ongoing effort to recruit new owners and improve the agency's public image.</p>
Streamline Internal Procedures and Systems	<p>The Section 8 Administrative and Public Housing Occupancy Policies were reviewed for compliance, and minor clarification changes were made. The waiting list processing and priority system, adding a new chapter on Homeownership and Site-based Voucher utilization. The maintenance system and the procurement policy have been updated and streamlined.</p>

RESIDENT COMMENTS

Resident Membership of the PHA Governing Board

The Board of Commissioners of the Housing Authority of the County of Marin includes two residents of public housing – Jozette Justice of Marin City and Robert Gallimore of Golden Hinde public housing. The Marin County Board of Supervisors, pursuant to a public selection process, selects these members.

Membership of the Resident Advisory Board

The Resident Advisory Board consists of four Section 8 participants and five public housing residents. The current constituency includes the following:

Rodney Craig	Section 8	David Alan Moss	Section 8
Robert Gallimore	Public Housing	Anh Cao Nguyen	Section 8
Jozette Justice	Public Housing	Sandra Scharzter	Section 8
Inez Valles	Public Housing	Gracie Stover	Public Housing
Royce McLemore	Public Housing		

Resident Comments

Marin Housing Authority engaged in an extensive process of seeking resident and public comments on our Agency Plan. The Resident Advisory Board held three meetings to discuss and comment on the Plan, including the Goals and Strategies. In addition, staff met with Marin City public housing residents – a session that focused primarily on the Capital Fund Annual Statement and Five-Year Plan. Resident comments, public comments received, and any changes made based on those comments are discussed below:

CAPITAL FUND PROGRAM

Comment: Several Marin City residents urged that the Capital Fund budget proposal be adjusted to include funds for the replacement of cabinets in the low-rise apartments.

In view of other priorities – such as the costly repair of deteriorating concrete in the high-rises – funds have been unfortunately limited for otherwise desirable improvements such as new kitchen cabinets in the low-rise apartments. Residents acknowledged the constraints and were informed about the cost of kitchen remodeling. It was agreed to re-program and earmark \$20,000 in each year 2003 – 2007 toward the goal of renovating kitchens in low-rise apartments at the rate of at least four per year.

Comment: There was \$40,000 allocated from the 2001 funding year for replacement of site light fixtures and water heater doors at Golden Hinde and the work has not been done. When is this work going to be scheduled?

It is estimated that the replacement of the water heater doors and purchase and installation of new site light fixtures will be let for bid late this year and the actual work done in 2003. MHA is currently evaluating the extent of the necessary work.

Comment: There are roof problems at Golden Hinde that have not been resolved. When will the roofs be repaired so that the two units being held off the rent roll can be reoccupied?

Construction on the flat portions of roofs of six buildings were replaced in 1999 and 2000. Construction on the roofs of the remaining seven buildings is scheduled to commence in mid-October, 2002. One of the units that was off the rent roll was because of a leak and asbestos clean-up; the other was due to a death in the unit. Both have already been re-rented.

Comment: There is an anticipated reduction of 20% in the 5 year budget. Is that for each year for 5 years, or just for 1 year?

This is conservatively budgeted based on anticipated federal cuts, not dependent upon securing any bonus in funding, and it is a 20% reduction from the funding level of 2002 for each year of the 5-year

plan.

Comment: How is the funding level determined?

HUD uses a formula that is based on the number and size of units and age of the buildings for each PHA in the nation.

Comment: There must be a way that HUD can provide more money for extraordinary repairs. The concrete repair work in Marin City has used most of the money for repairs while other needs in Marin City and Elderly/Disabled complexes have gone unmet.

HUD does not provide additional grants for extraordinary work beyond our annual Capital Fund allocation. However, HUD has provided \$2.9 million in long-term, no-interest loans to help offset the extraordinary costs associated with the Marin City concrete work. The major capital improvement items for other work in Marin City and on the other public housing properties have been or are being addressed and will continue to be addressed.

Comment: There is State housing money that has been allocated for affordable housing. Is MHA going to be part of the determination of how that money is used?

The funds are going to be distributed pursuant to State guidelines and much of it has been allocated to new Marin County projects that are in various stages of development. These projects include the Fireside, possibly Pt. Reyes, and Hamilton. MHA is involved with these new projects at some level and will continue to work with the County to insure affordable housing within Marin. The State housing money is not allocated for repairs of existing public housing.

TENANT PARTICIPATION FUNDING

Comment: MHA cannot distribute tenant participation operating funds to the Marin City Resident Management Corporation because it does not have duly elected officers.

Until there is a recognized council, funding for resident participation will not be channeled directly through the RMC.

Comment: One way to distribute information to public housing residents is to put relevant information into the monthly newsletters.

In the future, newsletters will include information on such matters as tenant council elections and the dates and times of Housing Authority Commission meetings.

Comment: Use the tenant participation money to revamp and establish incentives that will allow and encourage greater resident participation in the five Elderly/Disabled Tenant Councils.

The tenant representatives, the Housing Action Team, and the Program Manager will meet to discuss the options available and attempt to increase tenant participation in the Elderly/Disabled project tenant councils.

COMMUNITY SERVICE REQUIREMENT

Comment: We understand that this program has been placed in a state of suspension by the federal government; however, those residents in public housing who are not elderly or disabled and are not working should have to do some type of service for Marin Housing.

It is not within the providence of Marin Housing to mandate that a resident must perform services in order to maintain their housing. As the government has put the community service requirement on hold, a PHA cannot circumvent the federal rule.

SECTION 8 HOMEOWNERSHIP ASSISTANCE PROGRAM

Comment: We should set up a system with lending agents that will work with first time homebuyers to be able to buy a home under the Section 8 Homeownership Assistance Program.

Marin Housing met with representatives from Fannie Mae, Cal Fed and Westamerica Bank to establish funding assistance for the Section 8 Homeownership Assistance Program. Two programs are now in place that will provide residents with an opportunity to secure financial assistance to purchase a home.

Comment: MHA should allow mobile homes to be purchased under the Homeownership program.
Mobile homes that are affixed to the property have now been included in the list of types of homes eligible for purchase under the program.

Comment: MHA needs to make it possible for residents of public housing to be eligible for the Section 8 Homeownership Program.

MHA has included in the policy a way for Family Self-Sufficiency Participants in Marin City Public Housing to qualify for the Homeownership program.

VOLUNTARY CONVERSION INITIAL ASSESSMENT

Comment: Based on the lack of affordable housing in Marin County, it would be a disaster to allow the Marin City Public Housing Project to be converted to Vouchers and, even worse, to housing that is available to the public at a market rate.

Based on the study, it is not practical to convert the property at this time.

Comment: Is it possible to convert part of the property to Section 8 Vouchers and leave the rest as public housing?

It is unclear if that is allowed under the regulations; however, it would be financially impossible for Marin City at this time because of the debt balance that has been incurred from the concrete repair work.

Comment: Perhaps it would be best to convert the property, then sell it and fund other housing options in the County.

It is not financially possible to think of selling Marin City at this time because of the debt balance that has been incurred from the concrete work.

AGENCY GOAL

Comment: There was a comment on the annual goal to undertake 20 rehabilitation loans per year for a total volume of \$400,000 per year. (Sub-goal 1.2 Preserve existing affordable housing stock, page 7) The writer noted that funds are being held for up to 40 houseboat loans at Gates Co-op and that this workload would be above and beyond the \$400,000 estimate. Should the goal of 100 loans over the 5 year plan be increased to anticipate this special project?

The goal of 20 loans/\$400,000 per year is a conservative estimate that was set to be realistic and attainable. There are many unresolved issues with respect to the Gates Co-Op project, including a determination on the cost limit per boat, a timetable and other implementation issues. In view of this, it was determined not to anticipate this work as part of a goal in the 2003 Agency Plan, but to re-visit it when the 2004 – 2008 Five Year Plan is prepared.

PET POLICY

Comment: In reviewing the pet policy, a concern was expressed that the policy does not clearly explain the distinction between pets and service animals and that this could conceivably result in limiting the legal rights of applicants and tenants with disabilities.

The policy is being modified to clearly distinguish between “pets” and “service” animals. (See Section 14, page 69 of the Agency Plan.)

Comment: It was suggested that the policy should be changed to indicate that applicants and residents with disabilities might request a waiver of the deposits for “service animals” because a service animal is a reasonable accommodation.

Service animals are not considered “pets” and are already exempt from the pet deposit requirements. However, clarifying language will be inserted into the policy.

Comment: Certification of an animal as to that animal’s training to perform as a service or assistance animal should not be required as long as proper verification exists as to the need for a service or assistance animal.

The language requiring that a resident provide a certification of training by an approved agency or individual for a service animal will be deleted from the pet policy.

Comment: Service or assistance animals should be exempt from the policy that “pets” cannot be in the patios in the high rises, courtyards, playgrounds, lawns and common areas of the project.

Service animals are not considered “pets” and are already exempt from the restrictions on where a “pet” may go within the complex. Service animals may go anywhere on the property as long as they are accompanied by the resident or a family member.

UTILIZATION OF THE DESIGNATED ACCESSIBLE UNITS

Comment: The lease section that requires a non-disabled resident residing in a designated accessible unit to be relocated to a non-accessible suitably sized unit within 30 days of notice does not explain what happens to a disabled resident who is in a mobility accessible unit but does not require that type of unit.

The lease is being modified to read, “Residents who do not require the accessibility features of the designated accessible unit in which they reside will be required to relocate to an appropriately-sized unit that is suitable to their needs within 30 days of notice.”

WAITING LIST POLICY

Comment: A concern was expressed regarding the new selection policy that calls for purging the waiting list each year. It was felt that this practice was overly restrictive and would put elderly or disabled families at a disadvantage in trying to find affordable housing.

Based on the concern expressed, it is the intention of Marin Housing to review and analyze the waiting list policy surrounding the annual purge. Changes, as determined appropriate, will be incorporated as part of the annual review and update of the Occupancy Policy and Administrative Plan in early 2003.

- 1 This method uses unit-weighted averages for FMR and Voucher Payment Standards. The unit-weighted average is calculated by multiplying the FMR or Payment Standard for each bedroom size by the number of units and calculating sum for all bedroom sizes. The result is then divided by the total number of units.
- 2 Total development costs were published in Notice PIH-2001-22 (HA) on July 12, 2001.
- 3 Per Marin Housing Capital Fund Program Five-Year Action Plan
- 4 Per Marin Housing Consolidated Low-Rent Operating Budget (2002). Note that human resources costs, tenant services, and FSS coordination are included in this figure.
- 5 Source: www.pge.com